**James A. Carroll, Jr. and Excellence in Management**

**Personnel File Review Disclaimer**

I certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has had no formal disciplinary actions in the past five (5) years, nor is he/she under any investigation at the current time. If he/she is currently under investigation, please explain on a separate sheet.

HR/CPAC Representative Name & Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name & Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_