



# Town of Mansfield

Treasurer/Collector

6 Park Row

Mansfield, MA 02048

Phone (508) 261-7340

Fax (508) 851-6474

## NEW DETAIL EMPLOYEE INFORMATION SHEET

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Town of Mansfield Position: Police Detail Fire Detail Other: \_\_\_\_\_

Where do you work now? \_\_\_\_\_

Full time/Part time? \_\_\_\_\_

Have you worked for the Town of Mansfield before? **Yes / No** If so, when? \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Please make sure to be "Sworn In" at Town Clerk's Office (for Police Details only).

**NOTE: In order to add you to the payroll system, a copy of your Driver's License and Social Security Card must be provided with your paperwork.**

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Office Use Only:

OBRA form required? Yes / No If no: Obra "opt-out" form: \_\_\_\_\_

W-4: \_\_\_\_\_ I-9: \_\_\_\_\_ SS card: \_\_\_\_\_ Driver's Lic: \_\_\_\_\_ Other: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Input into M3: \_\_\_\_\_

Input into Filemaker: \_\_\_\_\_