



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 #: _____ Email: _____

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. Please submit all paperwork to the Treasurer's Office.

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: _____