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## **Town of Medway**

155 Village Street

Medway, MA 02053

Sunshine **New** Hire – Check list

|  |  |
| --- | --- |
| Work Permit if under age 18 – available at employee’s school |  |
| Demographic Form |  |
| Federal W-4 |  |
| State M-4 |  |
| Town’s Direct Deposit Form *– include a* ***voided check*** *or* ***a bank-issued direct deposit form (required)*** |  |
| Social Security Acknowledgment Form |  |
| OBRA Enrollment Form completed in entirety. Mandatory for ALL. |  |
| CORI Form if over age 18 with a copy of Driver’s License or ID |  |
| I-9- *must be accompanied by 1. valid passport OR 2. ID* ***and*** *Birth Certificate* |  |
| Seasonal Policy Acknowledgement |  |

Forms: <https://medwayma.gov/departments/human-resources/employee-forms> (part-time)

Forms are to be returned to Human Resources at Town Hall by appointment only. Please contact HR Manager, Cheryl Houle for an appointment after your checklist is **complete**.

[choule@townofmedway.org](mailto:choule@townofmedway.org)

508-321-4943

Office hours: M 8-5, T 8-4, W 8-4, Th 8-4, F 8-12