



TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

Medway Town Hall
Human Resources Department
155 Village Street
Medway, MA 02053
Phone (508) 321-4943
Email: Jsheehan@medwayma.org

Town Seasonal **New Hire** – Checklist

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

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

Forms are to be returned to Human Resources at Town Hall by appointment only. Please contact HR Manager, Joyce Sheehan for an appointment after your checklist is **complete or with any questions**.

Jsheehan@medwayma.gov

508-321-4943

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