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, Joyce Sheehan for an appointment after your checklist is **complete**.

Jsheehan@medwayma.gov

508-321-4943

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