

PLEASE COMPLETE THE FOLLOWING AND RETURN TO:
JOHN SENCHYSHYN, HUMAN RESOURCES DIRECTOR/
ASSISTANT TOWN ADMINISTRATOR

=====PERSONNEL DATA=====

EMPLOYEE NUMBER: _____

FIRST NAME: _____

MIDDLE INITIAL: _____

LAST NAME: _____

SOCIAL SECURITY NUMBER: _____

BIRTH DATE: _____

STREET: _____

CITY, STATE, AND ZIPCODE: _____

HOME TELEPHONE: _____

BUSINESS EXTENSION: _____

ORIGINAL DATE OF HIRE/
LAST HIRE DATE: _____

=====IN CASE OF AN EMERGENCY=====

NAME: _____

STREET, CITY & ZIPCODE: _____

TELEPHONE NUMBER: _____

CELL PHONE NUMBER: _____

RELATIONSHIP: _____