



TOWN OF NORFOLK

ONE LIBERTY LANE
NORFOLK, MASSACHUSETTS 02056

New Hire Paperwork Check List

PLEASE COMPLETE ALL THE PAPERWORK ON THIS LIST AND BRING IT WITH YOU ON YOUR FIRST DAY.

You will sign up for your benefits on your first day. Detailed information on the Town's benefits can be found on the Human Resources section of the Town's Webpage.

ALSO PLEASE BRING ON YOUR FIRST DAY ORIGINALS OF YOUR DRIVER'S LICENCE, PASSPORT OR BIRTH CERTIFICATE.

Please complete the following:

1. Employment Application
2. New Employee Form
3. I-9 Verification Form (driver's license, birth certificate or/or passport required)
4. M-4 Tax Form
5. W-4 Tax Form
6. Direct Deposit Form (Note all employees are required to use direct deposit)
7. Clerical Union Payroll Deduction Form (only if you will be a member of the Clerical Union)
8. Emergency Contact Form
9. Norfolk Retirement New Member Enrollment Form (birth certificate required)
10. Beneficiary Selection Form

In addition please read the following policies and then complete the proper Acknowledgement Form

1. Select Board Policy
 - a. Select Board Acknowledgment of Receipt

- 2. Human Resource Policy (please note some benefits listed in this policy may be different if you are a member of a union. All current union contracts are available on the Human Resource Website)**
 - a. Human Resource Policy Acknowledgment of Receipt**
- 3. Sexual Harassment Policy**
 - a. Sexual Harassment Policy Acknowledgment of Receipt**
- 4. Conflict of Interest Letter**