



TOWN OF NEEDHAM

NORFOLK COUNTY MASSACHUSETTS

Human Resources Department

NEEDHAM TOWN HALL
1471 Highland Avenue
Needham, MA 02492
TEL: 781-455-7500 x 234
FAX: 781-455-0165
HR@needhamma.gov
www.needhamma.gov/HR

Emergency Contact Information

Instructions for Use and Submission: This form must be completed by all new employees on or before the first day of employment, and forwarded to the Human Resources Department in Town Hall where it will be kept as part of the employee's Personnel File and used in the event of emergencies. Thereafter, the Human Resources Department should be informed of any change in the information provided (e.g. address, name, emergency contact, etc.). **Please type or print all information clearly.**

Note: Current interpretation of State Law requires that the Town release employee addresses and telephone numbers in response to the public records request unless the telephone number is unpublished. If your telephone number is unpublished, please make a note on this form and your number will not be released.

Employee Name: _____ Department: _____

Home Address: _____ Mailing Address: _____
(if different)

Home Phone: _____ Cell Phone: _____

EMERGENCY CONTACT

Emergency Contact Name: _____ Relationship: _____

Daytime Phone: _____ Evening Phone: _____

Employee Signature: _____ Date: _____

Electronic Signature - By clicking this you agree that the electronic signature appearing above is the same as handwritten signature for the purposes of validity, enforceability and admissibility.