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EMPLOYEE INFORMATION FORM

The following information is necessary to keep accurate records in our Employee Database. This form will be kept completely confidential. If there is any information that you would rather not provide, feel free to leave that line blank. Please complete this form and return ASAP to the Human Resources Department of Westford Public Schools.

Last Name:		First Name:		Middle Initial:	
Social Security Number:	Date of Birth:	Phone Number:	Email Address:		
Mailing Address:		City/Town:	State:	Zip:	
Street Address (if different from above):		City/Town:	State:	Zip:	
Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed/Widowed		Spouse's Name:			

VOLUNTARY SELF IDENTIFICATION OF ETHNICITY AND RACE

Westford Public Schools is an Equal Opportunity Employer. Our employment decisions are made without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, citizenship, age, disability, marital status, or any other legally protected status. The purpose of the information below is to comply with federal government record-keeping and reporting requirements. Periodic reports are made to the government based on the following information. The data you provide on this form will be kept confidential and used solely for statistical purposes. This form is processed separately from your employment application and is not used in the interview or selection process. Completion of this portion of the form is optional and voluntary.

Question 1:

Are you Hispanic or Latino? ☐ Yes ☐ No

Question 2:

<u>Please check all that apply:</u>	☐ Black or African American	☐ Hawaiian or other Pacific Islander
☐ American Indian or Alaskan Native	☐ Asian	☐ White/Caucasian

Are you currently employed by the Commonwealth of Massachusetts or one of its political subdivisions (city or town) in which you are contributing to a Massachusetts public retirement system? ☐ Yes ☐ No

If yes, which retirement system are you currently contributing to? ☐ MA Teachers Retirement ☐ Middlesex County Retirement
☐ Other Name: _____

Are you currently retired from the Commonwealth of MA, MA Teachers Retirement or other Massachusetts public retirement system of which you are currently in pay status (receiving a pension)? ☐ Yes ☐ No

Employee Signature

Date

Human Resources

23 Depot Street, Westford MA 01886

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