

City of Gardner
Personnel Office
95 Pleasant Street
Gardner, MA 01440
Phone: 978-630-4001 ♦ Fax: 978-630-4025

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 Personnel Department in City Hall where it will be kept as part of the employee's personnel file and used in the event of an emergencies. Thereafter, the Personnel Department should be informed of any changes in the information provided (e.g. address, name, emergency contact, etc). Please print all information clearly.

Note: Current interpretation of state law requires that the City release employee address and telephone numbers in response to the public records request unless the telephone number is unpublished. If your telephone number is unpublished, please check of the box indicating such, and your number will not be released.

Employee Name: _____
(First, Middle Initial, Last)

Department: _____

Residential Address: _____
(Number, Street, Apt.)

(City, State, Zip)

Mailing Address (if different): _____

Home Telephone Number (including area code): _____
 Phone number is unpublished

Emergency Contact

Name of Person to Contact in Emergency: _____

Relationship to Employee: _____

Emergency Contact Daytime Telephone (including area code): _____

Emergency Contact Nighttime Telephone (including area code): _____

Employee Signature

Date