



53-37 72nd Street - Maspeth, NY 11378
Phone (718) 335-6049 Fax (718) 335-6099

EMPLOYEE DATA SHEET

PERSONAL INFORMATION

Full Legal Name: _____ School Year: _____
Last First

Address: _____
Street City State Zip Code

Phone Number: _____ Email: _____

Has your address changed since the last school year you worked? Yes No
If yes, you must complete a new Form W-4. Please contact Maspeth Town Hall's main office to obtain this form.

WORK LOCATION

What school site are you currently assigned to? _____

EMERGENCY CONTACTS

Name Relationship Phone Number

Name Relationship Phone Number

EDUCATION & EMPLOYMENT

○ Highest Education Level:

Name of School: _____ Currently Enrolled Graduated

(Expected) Date of Graduation: _____

Degree & Major / Career of Interest: _____

○ For NYC Dept. of Education Employees:

What is your job title with the DOE? _____

What school are you assigned to? _____