

Commonwealth of Massachusetts Human Resources Division  
 2011 Fire Promotional Exams for Lieutenant and Captain  
 Employment Verification Form

**Instructions:** The Appointing Authority (or his/her designee) must sign and date this form, certifying the information provided for each promotional applicant. Attach additional sheets if necessary. The applicant should bring this form, completed with the necessary information and an original signature from the Appointing Authority (or his/her designee) to the exam site on the day of the promotional exam, November 19, 2011. If the applicant chooses to mail the completed form with original signature to HRD, the form must be postmarked no later than 7 calendar days after the exam, or November 26, 2011. **Applicants who are claiming the 25-Year Promotional Preference:** This Form will serve as the primary source of verification and computation of an applicant's eligibility for this preference, and the exam date of November 19, 2011 will be the computation cut-off date. Time worked as a Permanent Reserve/Intermittent Firefighter or a Temporary Firefighter after certification may be applied toward one's eligibility for this preference. Please be thorough in completing this form.

Name of Applicant: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 Verifying Department: \_\_\_\_\_ Exam Title: \_\_\_\_\_ Ann. #: \_\_\_\_\_

**I. PERMANENT SERVICE**

List Date of Original Permanent Appointment: \_\_\_\_\_ Title: \_\_\_\_\_  
 List Dates and Reasons for any breaks in service: \_\_\_\_\_  
 \_\_\_\_\_

**II. PROMOTIONS WITHIN DEPARTMENT**

List Dates of Promotions and Rank:

<u>Rank:</u>	<u>Date of Promotion:</u>
_____	_____
_____	_____
_____	_____

**III. RESERVE, INTERMITTENT, ACTING, PROVISIONAL, TEMPORARY SERVICE OR OTHER EXPERIENCE IN THE DEPARTMENT. (Examples: Acting Lt., Temp. Capt., etc.)**

A) List Service from November 19, 2006 to November 19, 2011 (11/19/2006 – 11/19/2011).

<u>Rank:</u>	<u>Total # of Shifts/Hrs:</u> <small>(Within specified Service Timeframe. If full-time, enter "FT". If part-time, include the word "Shifts" or "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From – To)</small>
(Example: Temporary Captain)	FT	2/1/2010 – 11/21/2010)
_____	_____	_____
_____	_____	_____
_____	_____	_____

B) List Service from November 19, 1999 to November 19, 2006 (11/19/1999 – 11/19/2006).

<u>Rank:</u>	<u>Total # of Shifts/Hrs:</u> <small>(Within specified Service Timeframe. If full-time, enter "FT". If part-time, include the word "Shifts" or "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From – To)</small>
(Example: Acting Lieutenant)	35 Shifts	7/12/2000 – 9/1/2002)
_____	_____	_____
_____	_____	_____
_____	_____	_____

C) List service prior to November 19, 1999, as a Reserve/Intermittent or Temporary Firefighter after certification, for the purpose of computing the applicant's eligibility for the 25-Year Promotional Preference. Please include service dates and number of shifts worked: \_\_\_\_\_  
 \_\_\_\_\_

Print Name of Appointing Authority (or designee): \_\_\_\_\_  
 Title of Designee: \_\_\_\_\_

Signature of Appointing Authority (or designee): \_\_\_\_\_ Date: \_\_\_\_\_