COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
EDUCATION AND EXPERIENCE RATING WORKSHEET

I. IDENTIFICATION

NAME (LAST, FIRST, M.I.)

BIRTHDATE			TODAY'S DATE		
MONTH	DAY	YEAR	MONTH	DAY	YEAR

SIGNATURE

ANN. NO.

SOCIAL SECURITY NO.

II. ELIGIBILITY

A. READ SECTION IIA OF THE INSTRUCTION SHEET.

(1) Have you been employed for the past 12 full months in the specified department after appointment from a permanent or temporary Civil Service list?

(1) YES ◯ NO ◯

(2) Have you ever worked for at least 12 full months in the specified department in one of the eligible titles after appointment from a permanent or temporary Civil Service list?

(2) YES ◯ NO ◯

B. READ SECTION IIB (IF ANY) OF THE INSTRUCTION SHEET.

Do you have the specified combination of work experience and/or educational or other substitutions?

YES ◯ NO ◯

C. READ SECTION IIC (IF ANY) OF THE INSTRUCTION SHEET.

Do you have the specified license(s), certification(s), or registration(s)?

YES ◯ NO ◯

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III. WORK EXPERIENCE

For each category in Section III of the instruction sheet, identify your total work experience (1) within the past 5 years (as of today) and (2) over 5 years ago.

Category 1	(1)	(2)	Category 2	(1)	(2)	Category 3	(1)	(2)	Category 4	(1)	(2)
Under 6 months	◯	◯	Under 6 months	◯	◯	Under 6 months	◯	◯	Under 6 months	◯	◯
6-11 months	◯	◯	6-11 months	◯	◯	6-11 months	◯	◯	6-11 months	◯	◯
12-23 months	◯	◯	12-23 months	◯	◯	12-23 months	◯	◯	12-23 months	◯	◯
24-35 months	◯	◯	24-35 months	◯	◯	24-35 months	◯	◯	24-35 months	◯	◯
36-47 months	◯	◯	36-47 months	◯	◯	36-47 months	◯	◯	36-47 months	◯	◯
48-59 months	◯	◯	48-59 months	◯	◯	48-59 months	◯	◯	48-59 months	◯	◯
60-71 months		◯	60-71 months		◯	60-71 months		◯	60-71 months		◯
Over 71 months		◯	Over 71 months		◯	Over 71 months		◯	Over 71 months		◯

Category 5	(1)	(2)	Category 6	(1)	(2)	Category 7	(1)	(2)	Category 8	(1)	(2)
Under 6 months	◯	◯	Under 6 months	◯	◯	Under 6 months	◯	◯	Under 6 months	◯	◯
6-11 months	◯	◯	6-11 months	◯	◯	6-11 months	◯	◯	6-11 months	◯	◯
12-23 months	◯	◯	12-23 months	◯	◯	12-23 months	◯	◯	12-23 months	◯	◯
24-35 months	◯	◯	24-35 months	◯	◯	24-35 months	◯	◯	24-35 months	◯	◯
36-47 months	◯	◯	36-47 months	◯	◯	36-47 months	◯	◯	36-47 months	◯	◯
48-59 months	◯	◯	48-59 months	◯	◯	48-59 months	◯	◯	48-59 months	◯	◯
60-71 months		◯	60-71 months		◯	60-71 months		◯	60-71 months		◯
Over 71 months		◯	Over 71 months		◯	Over 71 months		◯	Over 71 months		◯

IV. EDUCATION AND TRAINING

A. READ SECTION IVA (IF ANY) OF THE INSTRUCTION SHEET AND ANSWER THE FOLLOWING AS INDICATED.

(1) Do you have a high school diploma or its equivalent?

(2) Are you a graduate of a vocational or technical high school in the specified field of study?

(3) Do you have a diploma or certificate from a non-degree granting school above the high school level in the specified field of study?

(1) YES ◯ NO ◯ (2) YES ◯ NO ◯ (3) YES ◯ NO ◯

B. READ SECTION IVB (IF ANY) OF THE INSTRUCTION SHEET.

Indicate your highest degree received from a recognized college or university.

	Category (1)	Category (2)
None	◯	◯
Associate's	◯	◯
Bachelor's	◯	◯
Master's	◯	◯
Doctorate	◯	◯

Indicate your hours completed beyond the highest degree received on the basis of 30 hours per full academic year.

Category (1)	Category (2)
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

C. READ SECTION IVC (IF ANY) OF THE INSTRUCTION SHEET.

Indicate the number (up to 10) of continuing education courses you have completed.

1	2	3	4	5	6	7	8	9	10
◯	◯	◯	◯	◯	◯	◯	◯	◯	◯

V. COLLATERAL SKILLS

READ SECTION V (IF ANY) OF THE INSTRUCTION SHEET.

A. INDICATE THE NUMBER OF COURSES (UP TO 5) YOU HAVE TAUGHT IN:

Category (1)					Category (2)				
1	2	3	4	5	1	2	3	4	5
◯	◯	◯	◯	◯	◯	◯	◯	◯	◯

B. DO YOU HAVE THE OPTIONAL LICENSE(S) SPECIFIED?

Category (1) YES ◯ NO ◯ Category (2) YES ◯ NO ◯

C. INDICATE NUMBER OF ARTICLES (UP TO 5) YOU HAVE WRITTEN AS:

Senior Author					Other				
1	2	3	4	5	1	2	3	4	5
◯	◯	◯	◯	◯	◯	◯	◯	◯	◯

D. INDICATE NUMBER OF PROFESSIONAL ORGANIZATIONS (UP TO 5) IN:

Category (1)					Category (2)				
1	2	3	4	5	1	2	3	4	5
◯	◯	◯	◯	◯	◯	◯	◯	◯	◯