

**Commonwealth of Massachusetts Human Resources Division (HRD)
Deputy Fire Chief, and District Fire Chief Promotional Exams
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 is accurate. Attach additional sheets if necessary. This form must be submitted no later than 7 calendar days after the exam with a deadline of **May 25, 2019**. Supporting documentation must be scanned and attached to your application or sent to civilservice@mass.gov no later than **May 25, 2019**. **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 **May 18, 2019** 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. Not indicating full-time or part-time (if part-time then hours) will be considered insufficient verification.

Name of Applicant: _____ **Last 4 digits of Social Security #:** _____
Verifying Department: _____ **Exam Title:** _____

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):

Rank:

Date of Promotion:

_____	_____
_____	_____
_____	_____
_____	_____

**III. RESERVE/INTERMITTENT, TEMPORARY, PROVISIONAL SERVICE OR OTHER
EXPERIENCE IN THE DEPARTMENT. (Examples: Provisional Captain, Temporary Deputy Chief, etc.)**

A) List Service From May 18, 2014 To May 18, 2019.

Rank:

Total # of Hours:

Dates of Service Timeframe:

(Within specified Service Timeframe.
If full-time, enter "FT". If part-time,
include amount & the word "Hrs".)

(From – To)

(Example: Temp Deputy Chief

FT

(12/1/2014–03/20/2016)

B) List Service From May 18, 2007 To May 18, 2014.

Rank:

Total # of Hours:

Dates of Service Timeframe:

(Within specified Service Timeframe.
If full-time, enter "FT". If part-time,
include amount & the word "Hrs".)

(From – To)

(Example: Provisional Captain

FT

(7/12/2007 – 9/1/2014)

C) List service prior to May 19, 2007, 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 hours worked: _____

Print Name of Appointing Authority (or designee): _____

Title of Designee: _____

Signature of Appointing Authority (or designee): _____ **Date:** _____