

**Commonwealth of Massachusetts Human Resources Division  
2022 Fire Departmental Promotional Examinations  
Employment Verification Form**

**Instructions:** The Appointing Authority (or his/her designee) must sign and date this form, certifying the information provided for each promotional candidate is accurate. Attach additional sheets if necessary. This form must be submitted no later than seven calendar days after the examination date with a deadline of **November 26, 2022**. Supporting documentation must be scanned and attached to your application or sent to [civilservice@mass.gov](mailto:civilservice@mass.gov) no later than **November 26, 2022**. Please be thorough in completing this form. Not indicating full-time or part-time (if part-time then hours) will be considered insufficient verification. Acting time will be creditable only in the title of the examination.

**Candidates who are claiming the Promotional Preference for 25 Years:** This Form will serve as the primary source of verification and computation of a candidate's eligibility for this preference, and the examination date of **November 19, 2022** 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.

Name of Candidate: \_\_\_\_\_ Last four digits of Social Security #: \_\_\_\_\_  
Verifying Department: \_\_\_\_\_ Examination 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):**

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

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

**A) List Service From November 19, 2017 To November 19, 2022.**

<u>Rank:</u>	<u>Total # of Hours:</u> <small>(Within specified Service Timeframe. If full time, enter "FT". If part-time, include total amount &amp; the word "Hrs")</small>	<u>Dates of Service Timeframe:</u> <small>(From – To)</small>
(Example: Temp Captain	FT	(12/1/2018–03/20/2019)
_____	_____	_____
_____	_____	_____

**B) List Service From November 19, 2010 To November 19, 2017.**

<u>Rank:</u>	<u>Total # of Hours:</u>	<u>Dates of Service Timeframe:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**C) List service prior to November 19, 2010, as a Reserve/Intermittent or Temporary Firefighter after certification, for the purpose of computing the candidate'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: \_\_\_\_\_