

**Commonwealth of Massachusetts Human Resources Division
2022 Police 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 **September 24, 2022**. Supporting documentation must be scanned and attached to your application or sent to civilservice@mass.gov no later than **September 24, 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 **September 17, 2022** will be the computation cut-off date. Time worked as a Permanent Reserve/Intermittent Police Officer or a Temporary Police Officer after certification may be applied toward one's eligibility for this preference. Service as a Student Officer, before successful completion of an approved academy, does not count towards meeting 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 September 17, 2017 To September 17, 2022.

<u>Rank:</u>	<u>Total # of Hours:</u>	<u>Dates of Service Timeframe:</u>
	(Within specified Service Timeframe. If full time, enter "FT". If part-time, include total amount & the word "Hrs")	(From – To)
(Example: Temp Captain	FT	(12/1/2017–03/20/2018)
_____	_____	_____
_____	_____	_____

B) List Service From September 17, 2010 To September 17, 2017.

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

C) List service prior to September 17, 2010, as a Reserve/Intermittent or Temporary Police Officer 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:** _____