

**Commonwealth of Massachusetts Human Resources Division  
2023 Police Departmental Promotional Examinations  
Employment Verification Form**

**Instructions:** The Appointing Authority (or their designee) must sign and date this form, certifying the information provided for each promotional candidate is accurate. Attach additional paperwork if necessary. This form must be submitted no later than seven calendar days after the written examination date. This form and any supporting documentation must be scanned and attached to your application or sent to [civilservice@mass.gov](mailto:civilservice@mass.gov) no later than **September 30, 2023**. 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 23, 2023**, 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 ORIGINAL SERVICE**

List Date of Permanent Appointment in rank of Police Officer: \_\_\_\_\_

**II. PROMOTIONS WITHIN DEPARTMENT (List Ranks and Dates of Promotions):**

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

**III. TEMPORARY AND PROVISIONAL TIME IN RANK(S)**

<u>Rank:</u>	<u>Dates of Service (From – To):</u>
_____	_____
_____	_____
_____	_____

**IV. ACTING TIME IN EXAMINATION TITLE**

<u>Hours:</u>	<u>Dates of Service (From – To):</u>
_____	_____

**V. RESERVE OR INTERMITTENT TIME AS POLICE OFFICER**

<u>Rank:</u> (Example: Reserve Police Officer)	<u>Total # of Hours</u> (include if part-time): (250 Hrs.)	<u>Dates of Service (From – To):</u> (12/1/2015–01/20/2018)
_____	_____	_____
_____	_____	_____

**List Dates and Reasons for any breaks in service at any and all ranks:** \_\_\_\_\_  
\_\_\_\_\_

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

**Title of Designee:** \_\_\_\_\_

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