

**Commonwealth of Massachusetts Human Resources Division
2024 Everett Fire Chief Sole Assessment Center Examination
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 the application or sent to civilservice@mass.gov no later than **April 23, 2024**. Please be thorough in completing this form. Not indicating full-time or part-time (if part-time 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 **April 16, 2024**, will be the computation cut-off date. Time worked as a Permanent Reserve/Intermittent, Call and/or Temporary Firefighter after certification may be applied toward a candidate's eligibility for 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 Firefighter: _____

List End Date (if not current department) _____

List Dates and Reasons for any breaks in service at any and all ranks: _____

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 ONLY

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

V. RESERVE, INTERMITTENT OR CALL TIME AS FIREFIGHTER

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

Print Name of Appointing Authority (or designee): _____

Title of Designee: _____

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

