

**Commonwealth of Massachusetts Human Resources Division (HRD)
2024 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 no later than **September 28, 2024**. 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. All other will be credited in the appropriate title.**

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 21, 2024**, 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 4 digits of Social Security #:** _____
Verifying Department: _____ **Exam Title:** _____

I. PERMANENT SERVICE

List Date of Permanent Appointment in rank of Police Officer: _____
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 Dates of Promotions and Rank):

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

III. PROVISIONAL AND/OR TEMPORARY SERVICE IN THE DEPARTMENT.

(Examples: Provisional Captain) (Temporary Captain-appointment from an eligible list)

<u>Rank:</u>	<u>Total # of Hours:</u>	<u>Dates of Service Timeframe:</u>
	Within specified Service Timeframe.	(From – To)
	If full-time, enter "FT". If part-time, include total amount & the word "hrs"	
(Example: Temp Captain)	FT	(12/1/2019–03/20/2021)
_____	_____	_____
_____	_____	_____

IV. ACTING TIME IN EXAMINATION TITLE ONLY

Total # of Hours: _____ **Dates of Service (From – To):** _____

V. 25-Year Promotional Preference: List any service as a Reserve/Intermittent or Temporary Police Officer after certification. Please include service dates and total number of hours worked:

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

Print Name & Title of Appointing Authority (or designee): _____

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