

**Commonwealth of Massachusetts Human Resources Division (HRD)
2024 Salem Police Captain Sole Assessment Center Examination
Employment Verification Form**

Instructions: The Appointing Authority (or his/her designee) must sign and date this form, certifying the information provided for each promotional applicant is accurate. Attach additional sheets if necessary. This form must be submitted no later than 7 calendar days after the exam with a deadline of **May 25, 2024**. Supporting documentation must be scanned and attached to your application or sent to civilservice@mass.gov no later than **May 25, 2024**. **Applicants who are claiming the 25-Year Promotional Preference:** This Form will serve as the primary source of verification and computation of an applicant's eligibility for this preference, and the exam date of **May 18, 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. Please be thorough in completing this form. Not indicating full-time or part-time (if part-time then hours) will be considered insufficient verification.

Name of Applicant: _____ **Last 4 digits of Social Security #:** _____
Verifying Department: _____ **Exam 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):

Rank:

Date of Promotion:

_____	_____
_____	_____
_____	_____

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

Rank:

Total # of Hours:

Dates of Service Timeframe:

(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. For the purpose of computing the applicant's eligibility for the 25-Year Promotional Preference, list any service as a Reserve/Intermittent or Temporary Police Officer after certification. 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:** _____