

**Commonwealth of Massachusetts Human Resources Division**  
**2025 Police Departmental Promotional Exam**  
**Employment Verification Form**

**Instructions:** The Appointing Authority (or designee) must sign and date this form, certifying the information provided is accurate. Attach additional paperwork if necessary. This form and any supporting documentation must be scanned and attached to the Experience and Education (E&E) application or sent to [civilservice@mass.gov](mailto:civilservice@mass.gov) no later than seven calendar days following the written exam date. **Acting time will be creditable only in the title of the exam.**

**Note:** Some sections of this form may not apply to every department.

**25 Year Promotional Preference:** This form will serve as the primary source of verification and computation of a candidate's eligibility for this preference, and the original written exam date will be the computation cut-off date. Time worked as a Permanent Reserve/Intermittent or Temporary Police Officer after certification may be applied towards eligibility for this preference. Service as a Student Officer does not count towards meeting this preference.

**Candidate Name:** \_\_\_\_\_

**Exam Date:** \_\_\_\_\_

**Verifying Department:** \_\_\_\_\_

**Exam Title:** \_\_\_\_\_

**I. PERMANENT APPOINTMENT**

Police Officer permanent appointment date: \_\_\_\_\_

List end date (if not current department): \_\_\_\_\_

List dates and reasons for any breaks in service at all ranks: \_\_\_\_\_

**II. PERMANENT PROMOTIONS IN THE DEPARTMENT**

**Rank**

**Date of Promotion**

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**III. ACTING, TEMPORARY, AND PROVISIONAL SERVICE IN THE DEPARTMENT**

**Rank**

**Hours**

**Dates of Service**

(Please indicate if experience is full-time.  
If part-time, include number of hours)

(Example 1: Sgt.)

FT

(12/01/2019 - 03/20/2021)

(Example 2: Lt.)

276

(01/01/2023 - 06/01/2024)

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**IV. For the purposes of computation for the candidate's eligibility for promotional preference for 25 years, list any service as a Reserve/Intermittent or Temporary Police Officer after certification. Please include service dates and number of hours worked:** \_\_\_\_\_

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

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