

**Commonwealth of Massachusetts Human Resources Division
2026 Department of Correction 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 no later than seven calendar days following the written exam date. **Provisional and/or temporary after certification time will only be creditable in the title of the exam.**

Note: Some sections of this form may not apply to every department/agency

Candidate Name: _____

Exam Date: _____

Verifying Agency: _____

Exam Title: _____

I. PERMANENT APPOINTMENT

List permanent entry level title: _____

Permanent appointment date: _____

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

II. PERMANENT PROMOTIONS IN THE AGENCY

Rank

Date of Promotion

**IV. TEMPORARY (AFTER CERTIFICATION) OR PROVISIONAL SERVICE IN
EXAMINATION TITLE ONLY**

Temporary or Provisional

Rank

PT (list hours) or FT

Dates of Service

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

Signature of Appointing Authority (or designee): _____

Date: _____