

**Commonwealth of Massachusetts Human Resources Division
Correction Officer 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 and any supporting documentation must be scanned and attached to your application or sent to civilservice@mass.gov no later seven calendar days after the written exam date. Please be thorough in completing this form. **Provisional and/or temporary time will only be credible in the title of the exam.**

Name of Candidate: _____ **Exam Date:** _____
Verifying Agency: _____ **Exam Title:** _____

I. PERMANENT SERVICE

List Date of Permanent Appointment in rank of Correction Officer I: _____

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

II. PROMOTIONS WITHIN AGENCY (List Dates of Promotions and Rank):

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

III. TEMPORARY AND PROVISIONAL SERVICE IN AGENCY

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

Print Name of Appointing Authority (or designee): _____

Title of Designee: _____

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