COMMONWEALTH OF MASSACHUSETTS

Human Resources Division

Department of Correction Promotional Examination

OUT OF GRADE TIME (Examination title only)

Candidate Information

Candidate Name	Click here to enter text.	**Exam Title**	Click here to enter text.

Verified Time Worked in Exam Title: Document time worked in the examination title (up to three years prior to the examination). Attach additional pages if needed (must be filled out by candidate).

Date	Hours

Candidate Certification

☐ I certify that the information provided is true and complete.

Candidate Signature	Date

Superintendent / Designee Certification

I certify that the hours listed above have been verified using official Department records.

Printed Name	Title
Signature	Date

This form should accompany the Employment & Education (E&E) application.

Submit within seven (7) calendar days following the written examination.