

**Commonwealth of Massachusetts Human Resources Division (HRD)  
2020 Field Parole Officer C/D 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 **August 13, 2020**. Supporting documentation must be scanned and attached to your application or sent to [civilservice@mass.gov](mailto:civilservice@mass.gov) no later than **August 13, 2020**. Please be thorough in completing this form. Not indicating full-time or part-time (if part-time then hours) will be considered insufficient verification. Acting time will be creditable only in the title of the exam.

**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):**

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

**III. RESERVE/INTERMITTENT, TEMPORARY, PROVISIONAL SERVICE OR OTHER EXPERIENCE IN THE DEPARTMENT. (Examples: Field Parole Officer A/B.)**

**A) List Service From August 6, 2008 To August 6, 2020.**

<u>Rank:</u>	<u>Total # of Hours:</u> <small>(Within specified Service Timeframe. If full-time, enter "FT". If part-time, include total amount &amp; the word "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From – To)</small>
(Example: Field Parole Officer C)	FT	(12/12/2010 – 9/1/2012)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**B) List Service From August 6, 2000 To August 6, 2008.**

<u>Rank:</u>	<u>Total # of Hours:</u> <small>(Within specified Service Timeframe. If full-time, enter "FT". If part-time, include total amount &amp; the word "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From – To)</small>
(Example: Field Parole Officer A/B)	FT	(12/12/2010 – 9/1/2012)
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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