

**Commonwealth of Massachusetts Human Resources Division (HRD)**  
**Correction Officer Chef Promotional Exams**  
**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 **November 23, 2019**. Supporting documentation must be scanned and attached to your application or sent to [civilservice@mass.gov](mailto:civilservice@mass.gov) no later than **November 23, 2019**. This Form will serve as the primary source of verification and computation of an applicant's eligibility and the exam date of **November 16, 2019** will be the computation cut-off date. Time worked as a Provisional or a Temporary Correction Officer Chef after certification may be applied toward one's eligibility. Please be thorough in completing this form. Not indicating full-time or part-time (if part-time then hours) will be considered insufficient verification.

**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. TEMPORARY AFTER CERTIFICATION, PROVISIONAL SERVICE OR OTHER EXPERIENCE IN THE DEPARTMENT.** (Examples: Provisional Chef, Temporary Chef)

**A) List Service From November 16, 2014 To November 16, 2019.**

<u>Rank:</u>	<u>Total # of Hours:</u> (Within specified Service Timeframe. If full-time, enter "FT". If part-time, include amount & the word "Hrs".)	<u>Dates of Service Timeframe:</u> (From – To)
(Example: Temp Chef)	FT	(12/1/2014–03/20/2016)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**B) List Service From November 16, 2007 To November 16, 2014.**

<u>Rank:</u>	<u>Total # of Hours:</u> (Within specified Service Timeframe. If full-time, enter "FT". If part-time, include amount & the word "Hrs".)	<u>Dates of Service Timeframe:</u> (From – To)
(Example: Temp Chef)	FT	(12/12/2008 – 9/1/2009)
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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