MASS CIVIL SERVICE
Pathway to Public Safety

EXAMINATION ANNOUNCEMENT POSTING CERTIFICATE

This will certify that the following actions have been taken on the dates set forth below in connection with the notices for the examination Announcement for promotion to:

_____
(Examination Title)

Application Period _____ through _____
(DATE) (**DATE**)

Notices have been posted in conspicuous places in all offices and places of employment throughout the:

_____ **DEPARTMENT**
(Municipality) **(Police/Fire)**

_____
(DATE)

All persons on sick or military leave; or vacation; or off the payroll but eligible to take this examination have been notified and applications sent to them not later than:

_____
(DATE)

Any provisional appointee to this position has been notified of this examination and, if eligible to take the examination, has been instructed to file an application, not later than:

_____
(DATE)

(Signed)_____

NOTE:

(1) The notices of examination should be posted without delay.

(2) The notices (or copies thereof) must be posted in conspicuous places so that any employees eligible to compete may be informed and, insofar as practicable, notices should be sent to any employee on sick, vacation or military leave or justifiably off the payroll during the period that applications may be accepted by this Division.

(3) This certificate, properly filled out, including the date notices were posted, must be returned to the Human Resources Division as soon as possible.

***Please attach completed form to the Neogov requisition for this examination request 12 weeks prior to the examination date.**