

MASSACHUSETTS CIVIL SERVICE COMMISSION – ~~9L5 A-B5 HCB~~ APPEAL FORM

Name of Person Filing Appeal
(Appellant):

Civil Service Examination Date:

Appellant Street or P.O. Box:

Civil Service Title for which you were tested:

Appellant City, State, Zip Code:

Have you ever filed an appeal with the Commission before?

Appellant Contact Phone Number:

Appellant Email Address:

Brief Statement of the allegations that were presented to the state's Human Resources Division for review:

REQUIRED NEXT STEPS BY APPELLANT

1. Attach a check or money order in the amount of \$25.00 (for original appointment exams) or \$75.00 (for promotional appointment exams) made payable to: Civil Service Commission.
2. Attach a copy of the written decision from the state's Human Resources Division (HRD).
3. Mail or hand-deliver this appeal form to the Civil Service Commission at 100 Cambridge Street, Suite 200, Boston, MA 02114 **within seventeen calendar days after the date of the mailing of the decision by HRD.** (For those appeals received via mail, the postmark date will be used to determine if the appeal is timely.)
4. Mail or hand-deliver a copy of this examination appeal form to HRD at: Human Resources Division; 100 Cambridge Street, Suite 600, Boston, MA 02114.

WHAT HAPPENS AFTER THE COMMISSION RECEIVES YOUR APPEAL FORM?

1. Within ten (10) days, you and HRD will receive an Acknowledgment Form from the Commission along with a "Notice of Pre-Hearing Conference". The pre-hearing conference is usually held within thirty (30) days from the time the Commission received your appeal.
2. You and HRD are required to attend the Pre-Hearing Conference at which time a member of the Commission will provide further details about how your appeal will proceed.

SIGNATURE OF APPELLANT:

TODAY'S DATE: