

**Commonwealth of Massachusetts Human Resources Division (HRD)
Environmental Police Officer 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 **February 23, 2018**. Supporting documentation must be scanned and attached to your application or sent to civilservice@state.ma.us no later than **February 23, 2018**. This Form will serve as the primary source of verification and computation of an applicant's eligibility and the exam date of **February 16, 2018** will be the computation cut-off date. Time worked as a Provisional or a Temporary Environmental Police Officer 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: _____ **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 Environmental Police Officer C, etc.)

A) List Service From February 16, 2013 To February 16, 2018.

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

B) List Service From February 16, 2006 To February 16, 2013.

<u>Rank:</u>	<u>Total # of Shifts/Hrs:</u> <small>(Within specified Service Timeframe. If full-time, enter "FT". If part-time, include the word "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From - To)</small>
(Example: Provisional EPO C)	2080 hrs.	12/12/2006 - 9/1/2009)
_____	_____	_____
_____	_____	_____

Print Name of Appointing Authority (or designee): _____
Title of Designee: _____

Signature of Appointing Authority (or designee): _____ **Date:** _____