

**Commonwealth of Massachusetts Human Resources Division (HRD)  
Police Departmental 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 **September 22, 2018**. Supporting documentation must be scanned and attached to your application or sent to [civilservice@state.ma.us](mailto:civilservice@state.ma.us) no later than **September 22, 2018**. ***Applicants who are claiming the 25-Year Promotional Preference:*** This Form will serve as the primary source of verification and computation of an applicant's eligibility for this preference, and the exam date of **September 15, 2018** will be the computation cut-off date. Time worked as a Permanent Reserve/Intermittent Police Officer or a Temporary Police Officer after certification may be applied toward one's eligibility for this preference. 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. RESERVE/INTERMITTENT, TEMPORARY OR PROVISIONAL SERVICE IN THE DEPARTMENT.** (Examples: Provisional Captain, Temporary Captain, etc.)

**A) List Service From Sept 15, 2013 To Sept 15, 2018.**

<u>Rank:</u>	<u>Total # of Hours:</u> <small>(Within specified Service Timeframe. If full-time, enter "FT". If part-time, include amount &amp; the word "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From - To)</small>
(Example: Temp Captain)	FT	(12/1/2013-03/20/2015)
_____	_____	_____
_____	_____	_____

**B) List Service From Sept 15, 2006 To Sept 15, 2013.**

<u>Rank:</u>	<u>Total # of Hours:</u> <small>(Within specified Service Timeframe. If full-time, enter "FT". If part-time, include amount &amp; the word "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From - To)</small>
(Example: Temp Captain)	FT	(10/12/2006 - 9/1/2008)
_____	_____	_____
_____	_____	_____

**C) List service prior to Sept 15, 2006, as a Reserve/Intermittent or Temporary Police Officer after certification, for the purpose of computing the applicant's eligibility for the 25-Year Promotional Preference. Please include service dates and number of hours worked:** \_\_\_\_\_

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

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