MASSACHUSETTS HUMAN RESOURCES DIVISION
Open Competitive Exam for Correction Officer I/Head Cook
Examination Date: March 24, 2012

Pursuant to Section 22 of Chapter 31 of the Massachusetts General Law, please use this form to claim Employment/Experience Credit if you have worked in the position title: **Correction Officer I/Head Cook**. Please print legibly. Failure to do so may result in loss of credit.

NAME: _____ _____ _____
Last First M

Social Security Number: _____ – ____ – _____ Daytime Telephone Number: (____) _____

EMPLOYMENT/EXPERIENCE IN POSITION TITLE FOR WHICH THE EXAMINATION IS BEING CONDUCTED

EXAMINATION TITLE: *Correction Officer I/Head Cook*

Employer's Name: _____

Employer's Address: _____

_____

Name of Contact: _____ Telephone Number: (_____) _____

Position Title: _____

DATES OF EMPLOYMENT:

Start Date: _____ _____ _____ End Date: _____ _____ _____
(MM) (DD) (YYYY) (MM) (DD) (YYYY)

Was work full time? ___ Yes ___ No If Part-time, Number of hours per week: _____

SUMMARY OF DUTIES:_____

_____

_____

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_____

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_____

(Attach additional sheets if necessary.)

Section 22 of Chapter 31 of the Massachusetts General Laws requires that you submit your claim for credit and supporting documentation no later than seven days from the date of the examination (March 26, 2011). Send documents to: *The Massachusetts Human Resources Division, One Ashburton Place, Room 301, Boston, MA 02108-1552, Attention: Test Administration.* Please retain a copy of this form for your records.

Please read the following statement and sign on the line provided.

I understand that I have completed this form under the penalties of perjury and that I can be removed from the eligible list for intentionally making a false claim.

_____ _____
Signature *Date*