Commonwealth of Massachusetts Human Resources Division
2011 Police Promotional Exams for Sergeant, Lieutenant, and Captain
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. Attach additional sheets if necessary. The applicant should bring this form, completed with the necessary information and an original signature from the Appointing Authority (or his/her designee) to the exam site on the day of the promotional exam, October 15, 2011. If the applicant chooses to mail the completed form with original signature to HRD, the form must be postmarked no later than 7 calendar days after the exam, or October 22, 2011.
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 October 15, 2011 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.

Name of Applicant: _____ Social Security #: _____
Verifying Department: _____ Exam Title: _____ Annc. #:_____

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:

Rank:	**Date of Promotion:**
_____	_____
_____	_____
_____	_____

III. RESERVE, INTERMITTENT, ACTING, EMERGENCY, PROVISIONAL, TEMPORARY SERVICE OR OTHER EXPERIENCE IN THE DEPARTMENT. *(Examples: Cadet, Dispatcher, etc.)*

A) List Service from October 16, 2006 to October 15, 2011 (10/15/2006 – 10/15/2011)**.**

Rank:	**Total # of Shifts/Hrs:** (Within specified Service Timeframe. If full-time, enter "FT". **If part-time, include the word "Shifts" or "Hrs"**.)	**Dates of Service Timeframe:** (From – To)
(Example: Temporary Captain	FT	12/1/2007–10/20/2008)
_____	_____	_____
_____	_____	_____
_____	_____	_____

B) List Service from October 15, 1999 to October 15, 2006 (10/15/1999 – 10/15/2006)**.**

Rank:	**Total # of Shifts/Hrs:** (Within specified Service Timeframe. If full-time, enter "FT**". If part-time, include the word "Shifts" or "Hrs**".)	**Dates of Service Timeframe:** (From – To)
(Example: Emergency Lieutenant	35 *Shifts*	7/12/2000 – 9/1/2003)
_____	_____	_____
_____	_____	_____
_____	_____	_____

C) List service prior to October 15, 1999, 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 shifts worked: _____
_____

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

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