

City or Town	Date
Department	Division
Requisition/Certification Number	

TO THE APPOINTING OFFICER:

Authority is hereby given to fill the vacancy(ies) identified on the above referenced requisition by selecting from among the applicants listed on the attached certification in accordance with the instructions which appear thereon.

DESCRIPTION OF POSITION TO BE FILLED

Position Title:	Number of Vacancies:	Salary Rate:
Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	Military Substitute <input type="checkbox"/>
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	
Intermittent <input type="checkbox"/>	Reserve <input type="checkbox"/>	

Personnel Administrator

NOTIFICATION OF EMPLOYMENT UNDER THE ABOVE AUTHORIZATION

To the Personnel Administrator:

As the legal Appointing Authority I have selected the undersigned individuals for appointment (or promotion) in accordance with the law and the above authorization as follows:*

I, the signed appointee, hereby certify, under the penalties of perjury, that I have not paid and have agreed not to pay, and to the best of my knowledge, no other person has paid nor agreed to pay any money or other thing of value to any person in anticipation or as a result of my appointment. I hereby accept the appointment with the understanding that, under the Civil Service Law and Rules, appointments are governed as follows:

- Permanent appointments are subject to a probationary period of six months (twelve months for police and fire forces).
- Temporary appointments are for the duration of the vacancy.
- Military substitute appointments are temporary subject to the provisions of Chapter 708, Acts of 1941, as amended.

Date Of Birth	Name, Home Address, S. S. # of Appointee	Employment Date	Appointee's Signature

*See reverse of this form

Signed: _____
(Officer authorized by law to make appointments)

If appointee is in military service, statement to that effect should be made.

Name (please print or type) Title

This form must be properly completed, returned to the Human Resources Division and approved before the Auditor will authorize payment of salary. Please file reports early enough to eliminate the necessity of withholding pay.

Chapter 31, Section 27, of the Massachusetts General Laws, requires that a reason for selection be submitted if the person appointed or promoted is other than the person whose name appears highest on the list who is willing to accept.

DO NOT LIST THE NAME OF ANY PERSON (S) OTHER THAN THE ONE (S) SELECTED FOR APPOINTMENT.

NAME OF PERSON(S) SELECTED FOR APPOINTMENT WHO IS NOT HIGHEST ON THE LIST	REASON FOR APPOINTING OR PROMOTING SUCH PERSON(S) (If space is insufficient, please use additional sheets)