

VETERAN'S PREFERENCE APPLICATION

(Submit with application)

I request Veteran's Preference in the recruitment for _____.

Applicant's Signature

NOTE: A certified copy of your DD214 must be submitted as per Veterans Preference policy.

VETERAN'S PREFERENCE POLICY

1. For the purposes of this section, a veteran is one who has served on active duty in the United States armed forces for a period of at least 91 continuous days and who has received an honorable discharge from active duty. The definition of the term "veteran" as used in this rule shall not include reserve or other inactive service.
2. Military veterans shall be given preference in initial appointment to County service, in accordance with this rule. To receive veteran's preference, the veteran must meet the minimum qualifications established for entrance to the examination, and must attain a passing score in each phase of the examination. Veteran's preference is allowed only on initial entrance into County service. The exercise of said veterans preference shall be exhausted upon appointment to a regular position from an eligible list. The application of veteran's preference on any other recruitment shall be cancelled.
3. Applicants who receive a final passing score on an open recruitment and who are veterans, shall be eligible to receive an additional 5 points which will be added to their final examination score for certification purposes. The passing score of a veteran shall be annotated to indicate that the veteran's score shall be regarded as 5 points higher only for the purposes of determining the rank along with which the veteran's name shall be certified. No score shall actually be changed and no new ranking created as a result of the application of veteran's preference for certification purposes.
4. To claim veteran's preference an applicant must apply in the space provided on the application form and submit a certified copy of their most recent form, DD214, or equivalent document acceptable to Human Resources, as evidence of military service to the Human Resources Division on or before the final filing date for the recruitment. Veteran's preference must be established separately for each recruitment. Failure to request veteran's preference on the application or to submit the required credentials (DD-214) prior to the final filing date for the recruitment will be deemed a waiver of veteran's preference.
5. **Veterans who are in the process of separation from military service may file a written statement showing the anticipated date of discharge and certifying that the discharge is for honorable reasons.** Such statement must be filed no later than the final filing date for the recruitment. A veteran in the process of being discharged shall be entitled to veteran's preference pursuant to this rule only if a certified copy of Form DD214 or other satisfactory proof of discharge is filed with the Human Resources Division prior to the date of certification for appointment. Until such proof is filed, the veteran's position on the eligible list for certification purposes shall be determined on the basis of the veteran's score on the examination without the veteran's preference.