



APPLICATION FOR VETERANS' PREFERENCE

Applicants wishing to claim Veterans' Preference in Employment must complete this form and return it with the completed Employment Application. Documentation substantiating your claim must be furnished at the time of application and will not be considered after the job posting has been closed. Preference will not be awarded retroactively. If you are applying for more than one position, an Application for Veterans' Preference must be submitted with each application.

I, _____, wish to assert Veterans' Preference under the following category

- A. A disabled veteran who has served on active duty in any branch of the United States Armed Forces, has received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the United States Department of Veterans Affairs.
- B. A disabled veteran who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the United States Department of Veterans Affairs and the United States Department of Defense.
- C. The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment.
- D. The spouse of a person who is missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.
- E. A wartime veteran as defined in Florida Statutes 1.01 (14), who has served at least one day during a wartime period. Active duty for training may not be allowed for eligibility under this provision.
- F. The un-remarried widow or widower of a veteran who died of a service-connected disability.
- G. The mother, father, legal guardian, or un-remarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.
- H. A veteran as defined in Florida Statutes 1.01(14). Active duty for training may not be allowed for eligibility under this provision.
- I. A current member of any reserve component of the United States Armed Forces or the Florida National Guard.

I acknowledge that I have read and understood the rights expressed in this notice. I certify that all information provided is true, complete and correct to the best of my knowledge and belief, and is made in good faith.

Signature of Applicant _____ Date _____

In appointment, employment, and retention, first preference shall be given to categories A, B, C and D, and second preference given to a person in the other eligible categories, who possess the minimum qualifications necessary to discharge the duties of the position involved.

Preference in appointment and employment requires that a preferred applicant be given special consideration each step of the employment selection process but does not require the employment of a preferred applicant over a non-preferred applicant who is more qualified for the position.

DOCUMENTATION

Documentation substantiating your claim must be submitted at the time of application. The following is a list of the types of documentation to substantiate your claim. This list may not be all inclusive.

- Veterans, disabled veterans, and spouses of disabled veterans and family members shall furnish a United States Department of Defense document, commonly known as form DD-214 or military discharge papers, or equivalent certification from the United States Department of Veterans Affairs, listing military status, dates of service and Character of Discharge (discharge type).
- Disabled veterans shall also furnish a document from the United States Department of Defense, the United States Department of Veterans Affairs, or the Florida Department of Veterans Affairs certifying that the veteran has a service-connected disability.
- Spouses of disabled veterans shall also furnish either a certification from the United States Department of Defense or the United States Department of Veterans Administration that the veteran is totally and permanently disabled or an identification card issued by the Florida Department of Veterans Affairs; spouses shall also furnish evidence of marriage to the veteran and a statement that the spouse is still married to the veteran at the time of application for employment; the spouse shall also submit proof that the disabled veteran cannot qualify for employment because of the service-connected disability.
- Spouses of persons on active duty shall furnish a document from the United States Department of Defense or the United States Department of Veterans Affairs certifying that the person or active duty is listed as missing in action, captured in the line of duty, or forcibly detained or interned in line of duty by a foreign government or power; such spouses shall also furnish evidence of marriage and a statement that the spouse is married to the person on active duty at the time of that application for employment.
- The mother, father, legal guardian, or un-remarried widow or widower of a deceased veteran shall furnish a document from the United States Department of Defense showing the death of a service member while on duty status under combat-related conditions or the United States Department of Veterans Affairs certifying the service-connected death of the veteran, and shall further furnish evidence of marriage. The legal guardian shall show the proper court documents establishing the legal authority for the guardian.
- Current reserve members and National Guard members must provide a letter from the Commanding Officer stating the dates of their military service to establish that they are currently active.

RIGHT TO AN INVESTIGATION

If an applicant believes veterans' preference was not afforded to him/her in accordance with Section 295.07, Florida Statute, the individual may file a complaint with the Florida Department of Veterans Affairs requesting an investigation. Complaints must be filed within 21 calendar days from the date of notification by the Authority of the hiring decision. If no notice was given, a complaint must be filed within three (3) months of the date the application was filed with the Authority. Complaints should be filed with:

Florida Department of Veteran Affairs
P.O. Box 31001
St. Petersburg, FL 33731

For more information please see Chapter 295.07, Florida State Statute or visit <http://floridavets.org/benefits/veteranspref.asp>.