

## **VETERANS' PREFERENCE CLAIM FORM**

### **COMPLETE ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE**

All applicants claiming Veterans' Preference must complete this form and furnish documentation substantiating this claim at the time of application for employment. F.S. 295.07 provides for Veterans' Preference for eligible veterans and family members in employment, reinstatement, reemployment and promotion. Preference will not be applied retroactively. Preference requires that a preferred applicant be given special consideration in 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. If you seek Veterans' Preference please check the appropriate box and provide this form and documentation of your status (see attached documentation requirements) along with your employment application no later than the position advertisement closing date.

Submission of this form and accompanied documentation does not constitute automatic eligibility for Veterans' Preference. Eligibility for Veterans' Preference is subject to verification of information and documentation provided.

The following positions are exempt from Veteran's Preference provisions: persons employed on a temporary basis without benefits; heads of departments; positions which require licensure such as a physician or positions which require the employee be a member of the Florida Bar.

#### **I. WAR TIME PERIOD DATES**

_____	World War II	December 7, 1941 to December 31, 1946
_____	Korean Conflict	June 27, 1950 to January 31, 1955
_____	Vietnam Era	February 28, 1961 to May 7, 1975
_____	Persian Gulf War	August 2, 1990 to January 2, 1992
_____	Operation Enduring Freedom	October 7, 2001-ongoing
_____	Operation Iraqi Freedom	March 19, 2003 to August 31, 2010
_____	Operation New Day	September 1, 2010 – ongoing

\_\_\_\_\_ Service during a campaign or expedition for which a campaign badge has been authorized. Please specify the name and date of the campaign or expedition \_\_\_\_\_ and name and date of the campaign badge \_\_\_\_\_.

## II. CATEGORY OF ELEGIBILITY

Check the following appropriate statement as it applies to you – check **ONLY ONE**:

### **Category 1**

- Disabled Veterans who have served on active duty in any branch of the Armed Forces and who presently have an existing service-connected disability which is compensable under public laws administered by the DVA or are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the DVA and the Department of Defense.

### **Category 2**

- The spouse of a Veteran: a) who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment; or b) Who is missing in action, captured in line of duty by a hostile force, or detained or interned in line of duty by a foreign government or power.

### **Category 3**

- A wartime veteran, as defined in F.S. 1.01 (14) who has served in active duty during a specified wartime period for at least 1 day in a campaign or expedition for which a campaign badge has been authorized, including any armed forces expeditionary medal or the global war on terrorism medal, or during one of the specified periods of wartime service; however, active duty for training is not allowed for eligibility.

### **Category 4**

- The un-remarried widow or widower of a Veteran who died of a service connected disability.

### **Category 5**

- The mother, father, legal guardian, or un-remarried widow or widower of a service member who died in the line of duty under combat-related conditions as verified by the U.S. Department of Defense.

### **Category 6**

- A Veteran as defined in Section F.S. 1.01(14) who has served in active duty as specified. However, active duty for training does not apply.

### **Category 7**

- A current member of any reserve component of the US Armed Forces or the Florida National Guard.

**You must provide documentation of your eligibility. Please see the attached sheet for documentation required for category selected and provide the documentation required. Additional documentation or verification may be required.**

### **III. APPLICANT INFORMATION**

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*I hereby certify that the information provided above is true and correct. I understand that falsification of this information is a criminal violation and may subject me to prosecution and possible incarceration and/or fine and will result in dismissal if employed. I have received notice of the appropriate procedures to follow in order to initiate an investigation into any non-compliance with the Veterans' Preference laws.*

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If an applicant claiming Veterans' Preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs, Veteran's Preference 11351 Ulmerton Road, Suite 311, Largo, FL 33778-1630 or via email at VeteransPreference@fdva.state.fl.us. A complaint must be filed within 60 days of the date they received notification of not being selected or as otherwise provided in Rule 55A-7.016, Florida Administrative Code.

## **Veterans' Preference Documentation Requirements**

Other documentation may also be required as per Rule 55A-7, Florida Administrative Code (F.A.C.). Below are examples of acceptable documentation by category:

1. Veterans, disabled veterans, and spouses of disabled veterans shall furnish a Department of Defense document, commonly known as DD form 214 (member copy Service-2 or Member-4) or military discharge papers, or equivalent certification from the United States Department of Veterans' Affairs (DVA), listing military status, dates of service and discharge type.
2. Disabled veterans shall also furnish a document from the Department of Defense, the DVA, or the FDVA certifying that the veteran has a service-connected disability.
3. Spouses of disabled veterans shall also furnish either a certification from the Department of Defense or the DVA that the veteran is totally and permanently disabled or an identification card issued by the Department; 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 the application for employment; the spouse shall also submit proof that the disabled veteran cannot qualify for employment because of the service-connected disability
4. Spouses of persons on active duty shall furnish a document from the Department of Defense or the DVA certifying that the person on active duty is listed as missing in action, captured in 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.
5. The mother, father, legal guardian or un-remarried widow or widower of a deceased veteran shall furnish a document from the Department of Defense showing the death of the service member while on duty status under combat-related conditions or the DVA certifying the service connected death of the veteran. The mother, father, or legal guardian shall provide evidence of familial relationship such as birth certificate. The un-remarried widow or widower of a deceased veteran shall provide evidence of marriage such as marriage certificate. This evidence may be proved by providing a completed Certification of un-remarried Widow or Widower, FDVA Form VP-3 or document or form that similarly provides evidence.
6. The current service member of any active component of the United States Armed Forces who is expected to be discharged or released from active duty service under honorable conditions no later than 120 days after the date that a Statement of Service certification or letter is prepared by the armed forces, shall be treated as a Preference-Eligible applicant. These documents may be provided in lieu of a DD-214 or other documentation which may not be available until active service has ended.
7. The current member of any reserve component of the United States Armed Forces may provide a signed memorandum stating he or she is serving honorably from his or her Commander or military human resource personnel, or a completed Certification of Current Member of Reserve Component of the United States Armed Forces or The Florida National Guard, FDVA form VP-2, signed by an immediate military supervisor. Full-Time duties and operational support assignments in the Reserve Component and the Florida National Guard, for all purposes other than receiving training, are Preference-Eligible for recruitment, hiring, retention, and promotional preferences.