



ONONDAGA COUNTY APPLICATION FOR VETERAN STATUS FOR CIVIL SERVICE

Onondaga County Dept of Personnel, 421 Montgomery St., 11th Fl, Syracuse NY 13202

If you wish to claim veteran status, complete this form according to the instructions. Answer every question, PRINT OR TYPE ONLY. NOT VALID UNLESS ACCOMPANIED BY APPROPRIATE DOCUMENTATION (see Section 5).

If applying for civil service examination credit, complete this form and return within two (2) months from the examination application deadline date. **DUE DATE:** _____

1) **NAME** _____ **SOCIAL SECURITY #:** _____

2) **VETERAN STATUS CLAIMED: (Check one)**

- ☐ **Veteran (Non-Disabled)** Attach documentary proof of your eligibility as specified under Section 5.
- ☐ **Disabled Veteran**
Attach documentary proof of your eligibility as specified under Section 5; AND/OR, Complete an "Authorization for Disability Record" form and forward immediately to the Regional Veteran's Administration Office where your application for disability pension is on file. The documents submitted by you must show, in addition to the three (3) factors listed under Section 5, that you have a war incurred disability of at least 10% and certified by the Veteran's Administration to be in existence at the time of application for additional credits. The Veteran's Administration will return the Authorization for Disability Record form to this Department to be processed.

3) **HAVE YOU USED YOUR VETERAN'S CREDIT FOR APPOINTMENT IN THE CIVIL SERVICE OF NEW YORK STATE OR ITS CIVIL DIVISIONS?**

☐ NO

☐ YES, I used the following credit for appointment: ☐ non-disabled ☐ disabled

Number of Veteran Credit Used: _____

Date of Appointment: _____

Civil Service Agency where appointment was made: _____

Title for which veteran credits were used: _____

4) **DECLARATION:** I declare, subject to penalties of perjury, that the statements made on this form and any attachments are, to the best of my knowledge, true and correct.

Signature _____ **Date** _____

DO NOT WRITE IN THIS SPACE

EXAM TITLE _____ **EXAM #** _____
(if applicable)

DATES OF ACTIVE SERVICE: From _____ To: _____

☐ Non-Disabled	☐ Disabled (did not use non-disabled)	☐ Disabled (used non disabled OC 5pts)	☐ Disabled (used non disabled Prom 2.5pts)
☐ Disapproved / On Hold	Note: _____		
Recorded in ESP on: _____	Completed By: _____		

REQUIRED DOCUMENTATION and INSTRUCTIONS

- 5) **DOCUMENTARY PROOF:** To obtain additional credits, you must submit the following proofs to the Onondaga County Department of Personnel:

ELIGIBILITY REQUIREMENTS	ACCEPTABLE DOCUMENTARY PROOF
1. Resident of New York State at time of application	Onondaga Co. Application for Employment or Examination.
2. Honorable discharge or separation from the armed forces of the United States. NOTE: An individual who enlists in the National Guard or in a reserve component of the Armed Forces is not accorded veterans credits unless he/she has served on a full-time active basis excluding the six (6) months active duty for training purposes.	Report of Separation and Honorable Discharge. Acceptable military forms: DD-214 (Member-4), or NGB-22. Candidates claiming disabled veteran status must submit a copy of their summary of benefits letter from the Department of Veterans Affairs (NE201221) indicating their combined service-connected evaluation percentage in addition to their DD-214 (Member-4). If your name is different from that shown on your Report of Separation and Honorable Discharge and/or Certificate of Service, include a marriage certificate or other legal document to verify the change. If you do not have a copy of your DD-214 (Member-4), you may obtain one from your local Veteran Affairs Office.

A photocopy of any of the documents listed above will be considered as satisfactory evidence for each requirement. Claims need only be submitted once to this Department as proof for claims on all future examinations. The Department of Personnel will maintain a permanent record of all approved veterans.

According to Civil Service Law, additional credits on examinations are granted to successful candidates who have claimed and established status as disabled veteran or non-disabled veteran. These credits are granted on the following basis:

	<u>Open Competitive Exams</u>	<u>Promotion Exams</u>
*Disabled Veteran	10.0	5.0
Non-Disabled Veteran	5.0	2.5

These additional credits, which are combined with the final passing score obtained in the examination, may only be granted at the time of the establishment of the eligible list, with the exception of conditional vet credits. Candidates who claim conditional vet credits must provide this office with proof of either veteran or disabled veterans status by time of the expiration of the eligible list. Veteran's credit may only be used once for permanent appointment or promotion.

***NOTE:** If you have used your non-disabled credit for appointment and are now certified disabled, such a veteran would be entitled to an additional grant of credits equal to the difference between 10 credits and the number of credits received at initial appointment.

NOTE: If you have used your veteran's credit for appointment and are terminated or resign during your probationary period, please notify the Onondaga County Department of Personnel Examination Unit. A veteran who receives a permanent appointment from an eligible list using veterans' credit and subsequently either is terminated during or at the end of the probationary period term or resigns during or at the end of the probationary period shall not be deemed to have used his/her veterans' credit.

NOTE: If you do not have a copy of your DD-214, you may order a replacement copy and view other related information on their Website at <http://www.archives.gov/veterans/military-service-records>