



STEUBEN COUNTY

Department of Personnel and Civil Service
 County Office Building, Room 210
 3 East Pulteney Square
 Bath, NY 14810-1510

Nancy B. Smith
 Personnel Officer

(607) 664-2345, phn.
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APPLICATION FOR VETERANS CREDITS

* For Civil Service Use Only *	
	Date: _____ By: _____
Veteran Credits Approved: _____	_____
Disabled Vet. Credits Approved: _____	_____
No. of Points Recorded on Eligible List: _____	

Answer every question. Submit copy of discharge document (DD-214).

Examination Number & Title: Mailing Address: <hr/> Full Name <hr/> Street <hr/> City or Post Office State Zip Code	Social Security Number: Service Serial Number: Date of Birth: _____ / _____ / _____ Dates of Active Service: From: _____ / _____ / _____ To: _____ / _____ / _____ Residence on Date of Entry into Military Service: _____ County: _____ State: _____
Credits Claimed (check one): <input type="checkbox"/> Non-Disabled Veteran <input type="checkbox"/> Disabled Veteran	
If you are claiming credits as a Disabled Veteran: Have you sent a Disability Record Authorization to V.A.? V.A. Claim No.: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	

List ALL of your periods of public service employment since January 1, 1951 below:

Dates:		Employer Name & Address:	Title of Your Position:	Veterans Credit Used:	
From:	To:			Yes:	No:

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

See instructions on back.

Signature: _____

Date: _____

See instructions on back.

APPLICATION FOR VETERANS' CREDIT

STEUBEN COUNTY

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3 East Pulteney Square
Bath, New York 14810-1510

Applicant: Read and follow these instructions carefully.

A. In order that your claim for additional credit as a Veteran can be processed, follow the instructions checked below. Failure to follow these instructions completely may result in a restriction on the eligible list. Please give this your immediate attention since **Veterans' Credit cannot be granted after the eligible list has been established.**

- () 1. Answer all questions on the reverse side of this form, attach documentary proof of your eligibility, as specified under "B." below and return to the Steuben County Department of Personnel & Civil Service.
- () 2. Complete enclosed authorization for disability record, in duplicate, and forward immediately to your Regional Veterans Administration Office.

B. ELIGIBILITY REQUIREMENTS	ACCEPTABLE DOCUMENTARY PROOF
<hr/> <p>Submittal of photocopies of the documents listed below will be considered as satisfactory evidence for each requirement.</p> <hr/>	
1. Citizen of the United States	Report of Military Separation
2. Honorably discharged or separated from the Armed Forces of the United States. - If you are currently serving in the military and have not yet been discharged, your additional credit can be granted on a CONDITIONAL basis upon your presentation of a military ID card, military orders, or other official military document that substantiates active military service at the time of the examination.*	Report of Separation and Honorable Discharge and/or Certificate of Service. Acceptable military forms: NAVPERS-553; NAVMC-78PD; WDAGO-53, 55; WDAGO-53, 98; DD-214. 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.
3. Active duty in the Armed Forces of the United States during any of the following periods: a. <u>December 7, 1941 to December 31, 1946</u> b. <u>June 27, 1950 to January 31, 1955</u> c. <u>February 28, 1961 to May 7, 1975</u> d. U.S. Public Health Service: <u>July 29, 1945 to September 2, 1945</u> ; OR <u>June 26, 1950 to July 3, 1952</u> e. Member of the <i>National Guard</i> who was <i>activated</i> during the U.S. Postal strike during the period <u>March 23, 1970 to March 30, 1970</u> f. <u>August 2, 1990 to end of Persian Gulf hostilities</u> g. Lebanon: <u>June 1, 1983 to December 1, 1987</u> h. Grenada: <u>October 23, 1983 to November 21, 1983</u> i. Panama: <u>December 20, 1989 to January 31, 1990</u>	Same as for requirement #2 above. <hr/> <p>NOTE - For g., h., & i. at left Credit is limited to only those receiving expeditionary medals. Discharge documents must note receipt.</p> <hr/>
4. Resident of New York State at time of applying for Veterans' Credit	This information will be secured by us from your application on file for this examination.

* **If successful on the examination, you will be placed on the resulting eligible list but will only be considered for certification WITHOUT benefit of the additional credit being added to your score until you present appropriate documentary proof which indicates that your service was in time of war and that you received an honorable discharge or were released under honorable circumstances.**



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INSTRUCTIONS TO VETERANS

Your application for examination number _____ states that you are claiming Veterans' Credit.

According to Civil Service Law, additional credit in examinations is granted to successful candidates who have claimed and established status as non-disabled or disabled veterans. This credit is granted on the following basis:

Open-Competitive Examinations

Promotional Examinations

Non-disabled	Five (5) points
Disabled	Ten (10) points

Two & one-half (2.5) points
Five (5) points

This additional credit, which is added to the final passing grade on an examination, may only be granted at the time of the establishment of the eligible list. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit before the eligible list is established, cannot later be granted credit on such eligible list.

ALL VETERANS

To be considered for additional credit as a veteran, the enclosed "**Application for Veterans' Credit**" must be completed and returned to us, along with a copy of your "**DD-214**" and/or other document(s) from the listing given on the reverse side of the form, which establishes your eligibility to receive such credit.

Veterans, by law, may have up to two months from the last filing date of examination to provide proof of eligibility for addition credit; however, **it is highly recommended that you:**

- provide the 'Application for Veterans' Credit' **PRIOR to the date of the examination**
- provide proof of eligibility as soon as possible.

NOTE: FAILURE TO PROVIDE ADEQUATE PROOF OF ELIGIBILITY IN DUE TIME WILL RESULT IN LOSS OF ABILITY TO USE ADDITIONAL CREDIT FOR THIS SCORE.

In addition, you must also have recorded on your examination application form, that you are a legal resident of New York State.

In order for your additional credit to be granted, your discharge document or "***Certificate of Service***" must show:

1. That you have served on active duty with the Armed Forces of the United States in time of war (dated listed on the reverse side of the "***Application for Veterans' Credits***" form).
2. That you were honorably discharged or released under honorable circumstances from such service. If you are currently still serving in the Armed Forces and have not yet been discharged, your additional credit can be granted on a **CONDITIONAL** basis upon your presentation of documentation which substantiates active military service at the time of the examination. If successful on the examination, you will be placed on the resulting eligible list but will only be considered for certification **WITHOUT** benefit of the additional credit being added to your score until your presentation of appropriate documentation which shows that you were discharged or released under honorable circumstances.

DISABLED VETERANS

In addition, if you are claiming credit as a disabled veteran, you must complete the enclosed "***Disability Record Authorization***", in duplicate, and forward both copies immediately to the Regional Office of the Veterans Administration where your application for disability pension is on file. In our area, this in all likelihood would be: *Department of Veterans' Affairs, Buffalo, New York VA Regional Office, 130 South Elmwood Avenue, Suite 601, Buffalo, New York 14202.*

To qualify for credit as a disabled veteran, you must be receiving payments from the Veterans Administration for a disability, rated at a minimum of 10%, which was incurred in time of war. The Veterans Administration must certify the disability to be in existence at the time of your application for Veterans' credit.