

**READ THE INSTRUCTIONS ON THE SECOND PAGE  
 BEFORE MAILING.**

<b>BIRTHDATE (MM/DD/YYYY):</b>	<b>SOCIAL SECURITY NUMBER:</b>
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**PLEASE PRINT OR TYPE:**

**1. FULL NAME OF VETERAN OR SPOUSE**

Last	First	MI
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**2. ADDRESS**

Street	Apt #
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City	State	Zip
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**3. PHONE NUMBER**

Preferred	Secondary
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**CALHR USE ONLY**

ACTION TAKEN: \_\_\_\_\_

APPROVED DATE: \_\_\_\_\_

WIDOW OR WIDOWER: \_\_\_\_\_

NOTES: \_\_\_\_\_

**4. PERIOD OF QUALIFYING SERVICE:**

<u>ENTERED SERVICE</u>		<u>SEPARATED FROM SERVICE</u>		
Date	Place	Date	Place	Character of Service

**BRANCH OF SERVICE:** \_\_\_\_\_

I CERTIFY THAT I am eligible for Veterans' Preference and that the statements on this application are true. I agree and understand that any misrepresentation of material facts herein may cause forfeiture of all rights to any employment in the service of the State of California.

SIGNATURE:	DATE (MM/DD/YYYY):
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**DISABILITY PREFERENCE** (If disabled as a result of service, complete items 5-10, and attach a copy of your award letter.):

5. Percentage of disability as stated in most recent award letter:

6. Claim number used by the U.S. Veterans Administration:

7. U.S. Veterans Administration Regional Office where your disability claim is now filed:

CITY	STATE
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8. FULL NAME OF VETERAN (FIRST MIDDLE LAST):	9. DATE OF BIRTH (MM/DD/YYYY):
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10. I hereby authorize the U.S. Veterans Administration to release a statement of my service-connected disability rating to the California Department of Human Resources (CALHR) for use in civil service examination(s), understanding that the CALHR will keep this information confidential.

SIGNATURE:	DATE (MM/DD/YYYY):
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**11. ATTACH A LEGIBLE COPY OF VETERAN'S DISCHARGE (DD214) OR OTHER OFFICIAL DISCHARGE DOCUMENTS, SHOWING YOUR ENLISTMENT AND DISCHARGE DATES, BRANCH OF SERVICE, NET ACTIVE SERVICE, SOCIAL SECURITY NUMBER, BIRTHDATE, AND CHARACTER OF SERVICE (E.G., HONORABLE).**

**FOR EXAMINATIONS GIVEN BY THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES ONLY:** To apply Veterans' Preference to the employment list you are currently on, you must provide the following information:

CLASS TITLE (must be the exact/complete class title):	
SPOT (if a spot list):	DATE OF ELIGIBILITY:

## **ELIGIBILITY REQUIREMENTS**

Competitors in State civil service open\* and open, non-promotional entrance examinations who:

- (1) Have never achieved permanent civil service status; AND
- (2) Have served in the U.S. Armed Forces as defined in Government Code Section 18540; AND
- (3) Qualify as veterans,

are entitled to have Veterans' Preference (VP) applied to their list placement as described below, provided that they achieve a passing score in the overall examination.

\*Any member of the armed forces who takes an open entrance examination while still on active duty and achieves a place on an eligible list may have Veterans' Preference applied if qualification for such preference is active within twelve (12) months of eligibility being established.

### **OPEN AND OPEN, NON-PROMOTIONAL ENTRANCE EXAMINATIONS:**

Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans' Preference, regardless of the classification.

"Veteran" means any person who has served full-time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940 to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, AND who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces whose service therein did not exempt him or her from the operation of the Selective Training and Service Act of 1940.

"Disabled veteran" means any veteran as defined above who is currently declared by the United States Veterans Administration to be 10 percent or more disabled as a result of his or her service; and "100 percent disabled veteran" means any veteran as defined above who is currently declared by the United States Veterans Administration to be 100 percent disabled as a result of his or her service. Proof of disability shall be deemed conclusive if it is of record with the United States Veterans Administration.

Individuals who received VP are not eligible for Career Credits pursuant to Sections 18950.1, 18951, and 18951.5.

"Permanent civil service status" is the status of an employee who is lawfully retained in his or her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who, at any time, achieved permanent civil service status and subsequently resigned or were dismissed from civil service are not eligible to receive Veterans' Preference.

The bulletin for an examination states whether or not Veterans' Preference will be awarded.

### **Instructions:**

1. You must include a legible copy of your discharge (DD214), or other official discharge documents, showing your enlistment and discharge dates, net active service, branch of service, Social Security Number, birthdate, and your Character of Service (e.g., Honorable).
2. If you have a current, service-incurred disability of 10 percent or more, please fill out the section entitled "Disability Preference". If your disability was determined to be "temporary", you are required to file for disability preference on each examination for which Veterans' Preference Points are applicable.
3. If you are the un-remarried, surviving spouse of a veteran, please submit copies of your marriage certificate, spouse's discharge papers, and spouse's death certificate or other documentary evidence of death.
4. If you are the spouse of a 100 percent disabled veteran, please submit copies of your marriage certificate, spouse's discharge papers, and a document provided by the United States Veterans Administration substantiating the 100 percent disablement.
5. Mail this form, copy of discharge papers, and other documents to:

**California Department of Human Resources  
Attn: Exam Services  
1515 "S" St., North Building, Suite 400  
Sacramento, CA 95811**

### **How Veterans' Preference is applied to your examination**

Effective January 1, 2014, Veterans' Preference will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award Veterans' Preference, regardless of the classification. If you are currently competing in a State civil service examination which allows Veterans' Preference, you will automatically be added to the top rank if your eligibility is approved before the eligible list is processed. If you are currently on a State civil service employment list which allows Veterans' Preference, you must provide a copy of your approval letter to the testing office that administered your examination.

**Questions?** Please call (866) 844-8671.