



Department of Human Resources and Civil Service Commission

County Office Building, 2nd Floor, 160 Genesee Street, Auburn, NY 13021

Website: www.cayugacounty.us/civilservice

Telephone: (315) 253-1284

VETERAN'S CREDIT APPLICATION

Before completing this form, please read the 'INSTRUCTIONS TO VETERANS' on the following page. This form is NOT valid unless accompanied by discharge documents or other proof of active military service.

EXAMINATION TITLE: \_\_\_\_\_ EXAM NUMBER: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ SOC. SEC. NO.: \_\_\_\_\_
Last Name First Name M.I.

MAILING ADDRESS: \_\_\_\_\_
Post Office Box or Street Address City State Zip Code

LEGAL RESIDENCE: \_\_\_\_\_
Street Address City State Zip Code

1. Dates of Active Military Service: \_\_\_/\_\_\_/\_\_\_\_ TO \_\_\_/\_\_\_/\_\_\_\_

2. Service Serial Number(s): \_\_\_\_\_

3. Branch of Service: [ ]Army [ ]Navy [ ]Air Force [ ]Marine Corps [ ]Coast Guard

4. County & State of Residence upon Date of Entry into Military Service: COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_

5. Were you discharged (or released to inactive duty) under honorable conditions? [ ]YES [ ]NO

6. CITIZENSHIP: Are you a United States Citizen? [ ]YES [ ]NO

7. Type of Veteran Credits you would like to claim: [ ]Non-Disabled [ ]Disabled\*

\*IMPORTANT: If claiming Disabled Credits, you must send a "Veteran's Authorization for Disability Record" form to the Veterans Administration. Request this form by calling (315) 253-1284, or download at: cayugacounty.us/civilservice/ccapp.

8. List all of your PUBLIC SERVICE EMPLOYMENTS since January 1, 1951. Attach additional sheets if necessary.

Table with 4 columns: Dates of Employment, Employer Name & Address, Title of Your Position, Veteran Credits Used? (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.

X
Signature of Applicant Date Signed

(DO NOT WRITE BELOW - CIVIL SERVICE USE ONLY)

Reviewed by: \_\_\_\_\_
(Initials) (Date)

NON-DISABLED VETERAN'S CREDITS:
[ ] Approved
[ ] Disapproved (reason): \_\_\_\_\_

DISABLED VETERAN'S CREDITS:
[ ] Approved
[ ] Disapproved (reason): \_\_\_\_\_

# INSTRUCTIONS TO VETERANS

**ALL VETERANS:** Answer all questions on the "Application for Veteran's Credits". Attach documentary proof of your eligibility, and return to the Cayuga County Civil Service Commission, 160 Genesee Street, 2<sup>nd</sup> Floor, Auburn, NY 13021, **on or before the date of the examination.**

**DISABLED VETERANS:** In addition, you must complete the "Veteran's Authorization for Disability Record" and **immediately** forward it to your Regional Veterans Administration Office. You may request this form by calling (315) 253-1284, or download at: [cayugacounty.us/civilservice/ccapp](http://cayugacounty.us/civilservice/ccapp).

According to Civil Service Law, additional credits in examinations may be granted to successful candidates who have claimed and established status as a non-disabled or disabled veteran.

These additional credits are granted on the following basis:

	<u>Open-Competitive Examinations</u>	<u>Promotional Examinations</u>
Non-Disabled Veterans:	5	2.5
Disabled Veterans:	10	5

These additional credits, which are added to the final passing score on the 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 by the time the eligible list is established, cannot later be granted credit on such eligible list.

## ELIGIBILITY REQUIREMENTS:

1. You must be a Citizen of the United States.
2. You must have been honorably discharged or released under honorable circumstances from such service.
3. You must have served in the United States Armed Forces during any of the following periods:

December 7, 1941 - December 31, 1946  
 June 27, 1950 - January 31, 1955  
 February 28, 1961 - May 7, 1975  
 Persian Gulf: August 2, 1990 to the end of such hostilities (not yet determined)  
 Lebanon: \*June 1, 1983 - December 1, 1987  
 Grenada: \*October 23, 1983 - November 21, 1983  
 Panama: \*December 20, 1989 - January 31, 1990

\*Limited ONLY to those who received Armed Forces, Navy, or Marine Corps expeditionary medal.

US Public Health Service:  
 July 29, 1945 - December 31, 1946  
 June 27, 1950 - July 3, 1952

## ACCEPTABLE DOCUMENTARY PROOF:

Report of Military Separation;

(Requirements for 2 and 3):

Report of Separation and Honorable Discharge and/or Certificate of Service.

Acceptable Military Forms:

NAVPERS-553  
 NAVMC-78 PD  
 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.

**NOTE:** Any of the documents listed above, either the original or photocopy, will be considered as satisfactory evidence for each requirement.

Beginning 1/1/98, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request extra War Time Veterans credits on civil service examinations prior to discharge.

If you have any questions concerning procedures regarding your claim, please write or phone this office. Include the number and title of the examination in any letters of inquiry.