



Greene County Civil Service Commission

411 Main Street, Catskill, NY 12414,

Phone: (518) 719-3253 Fax: (518) 719-3772

Email: civilservice@greenecountyny.gov Web: www.greenegov.com

APPLICATION FOR VETERANS' CREDIT FORM

According to Civil Service Law, additional credit in examination may be granted to successful candidates who have claimed and established status as disabled veterans or non-disabled veterans. A candidate who is currently serving in the Armed Forces (for other than training purposes) may receive conditional veterans' credit. The following points may be granted:

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

Points are added to the final passing score and may only be granted at the time the eligible list is established. Veterans' credits cannot be granted after the eligible list is established.

****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.

A. INSTRUCTIONS TO VETERANS:

To be considered for additional credit as a veteran, you must submit an "Application for Veterans' Credit Form" with a copy of your discharge papers or certificate of service. ***Please give this immediate attention since veterans' credits cannot be granted after the eligible list is established.***

Answer all questions on the application form; attach documentary proof of your eligibility, as specified under "B" and "C" below and mail to the above address.

To qualify for credit as a disabled veteran, the Department of Veterans Affairs needs to certify that you were disabled in the actual performance of duty in any war, that your disability is rated at 10 percent or more and your disability exist at the time of application for appointment or promotion. ***If you are disabled, you must request an "Authorization for Disability Record" form from this office. Complete the form, in duplicate, and forward both copies to the regional office of the Department of Veterans' Affairs where your disability pension is on file (please note this is not the local County Veterans' Office). The regional Department of Veterans Affairs must verify your disability status and return the 'Authorization for Disability Record' to our office.***

8. ELIGIBILITY REQUIREMENTS:

1. Citizen of the United States or alien lawfully admitted for permanent residence.
2. A resident of New York State at time of application for examination.
3. Honorably discharged or released under honorable circumstances from the Armed Forces of the United States. Veterans who received an other-than-honorable discharge or a

general under honorable conditions discharge due to sexual orientation, gender identity, service-related post-traumatic stress disorder, traumatic brain injury, or mental health condition linked to military sexual trauma seeking benefits afforded through New York State law and are in possession of a letter from the Division of Veterans Services restoring access to such benefits are also eligible for veterans' credit.

4. For conditional credit, must be currently serving in the Armed Forces of the United States, for other than training purposes. Proof of either veteran or disabled veteran status must be provided before the expiration of the eligible list.
5. Although you may request veterans' credits for more than one exam, you may use the credits only once for permanent appointment or promotion. If you have used your veterans' credits for permanent appointment or promotion in New York State or its civil division, you may not claim veterans' credits again.

C. ACCEPTABLE DOCUMENTARY PROOF:

Report of Separation and Honorable Discharge and/or Certificate of Service. Acceptable military forms NAVPERS-553; NAVMC-78; W0AGO-53, 55; W0AGO-53, 98; 00214. If your name is different from that shown on your Report of Separation and Honorable Discharge and/or Certificate of Service, include marriage certificate or other legal document to verify the change.

For a candidate currently in the Armed Forces, documentary proof may include military identification, military orders or other military documents verifying active military service at the time of examination.

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



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Answer every question. Not valid unless accompanied by discharge documents or other proof of active military service.

(Do not write in this space)

- | | | | | | |
|----------------------------------|-------------|-----------|---|-------------|-----------|
| | <u>Date</u> | <u>By</u> | | <u>Date</u> | <u>By</u> |
| 1. Non-Disabled credits approved | | | 4. Disabled (used Non-Disabled OC pts) approved | | |
| 2. Disabled credits approved | | | 5. Disabled (used Non-Disabled PROM pts) approved | | |
| 3. Conditional credits approved | | | 6. Disapproved veterans' credits | | |

Title and of Examination Number: _____

Name: _____

Mailing Address: _____
Street City State Zip

Legal Address: _____
Street City State Zip

Social Security Number: _____

Service Serial Number(s): _____

Indicate Dates of Active Service: _____

Are you a citizen of the U.S. or alien lawfully admitted for permanent residence: Yes No

Type of Veterans' Credits Claimed (check one):

- Non-Disabled Veterans' Credits
- Disabled Veterans' Credits Claim No. _____
- Conditional Veterans' Credits (I am currently on active duty in the Armed Forces)

LIST ALL YOUR PUBLIC SERVICE EMPLOYMENT SINCE JANUARY 1, 1951

Dates		Employer Name and Address	Title of Your Position	Veterans' Credits Used Yes/ No
From	To			

(Attach additional sheets if necessary)

TO BE SWORN BEFORE A NOTARY PUBLIC

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.

Signature _____ **Date** _____

Sworn before me this _____ day of _____, 20____

NOTARY'S SIGNATURE