

APPLICATION FOR VETERAN'S CREDITS

CIVIL SERVICE COMMISSION
OF THE CITY OF ROCHESTER
30 CHURCH ST. RM 103-A
ROCHESTER, NEW YORK 14614
Fax # (585) 428-6651

Candidates must file a separate "Application for Veteran's Credits" form (VC-1) for each examination for which they wish to file. A copy of Applicant's separation papers (form DD-214, Member 4 copy) must be filed with this form at the Commission address above.\* More detailed information is available on the back of this application.

ALL APPLICANTS MUST COMPLETE QUESTIONS 1 - 7 AND SIGN AND DATE THE BOTTOM OF THIS FORM

- 1. I wish to claim: Disabled Veteran's Credits [ ] Non-Disabled Veteran's Credits [ ]
Exam# \_\_\_\_\_ Title \_\_\_\_\_
2. Full Name \_\_\_\_\_ (First) (Middle) (Last)
3. Address \_\_\_\_\_ (Street Address) (City or Town) (State) (Zip Code)
4. Dates of Active Service: From \_\_\_\_\_ To \_\_\_\_\_ (day/month/year) (day/month/year)
5. Were you discharged under honorable conditions Yes [ ] No [ ]
Reason for discharge or release as stated on certificate: \_\_\_\_\_
6. Are you a resident of New York State? Yes [ ] No [ ]
7. Have you ever been appointed through the use of Veteran's Credits to any position in the State Civil Service or any City of Civil Division of New York State? Yes [ ] No [ ]

APPLICANTS FOR DISABLED VETERAN'S MUST ALSO COMPLETE QUESTIONS 1 AND 2 BELOW

DISABLED VETERAN'S

In order to be considered for additional credits as a disabled veteran you must meet the same requirements as non-disabled veterans. In addition, for each examination, please also complete FORM VC-4 (Authorization for Disability Record), in duplicate and forward BOTH copies immediately to the Regional Office of the United States Veterans Administration where your application for disability pension is on file. The Veterans Administration will retain a copy for its files, and will return a copy to this office for processing. Disabled veterans must have a war-incurred disability of at least ten percent (10%) certified by the Administration at the time of application for additional credits.

- 1. U.S. Veteran's Administration Claim No: \_\_\_\_\_
2. Date on which two copies of "Authorization for Disability Records" (VC-4) were sent to Veteran's Administration \_\_\_\_\_

I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS ARE FULL AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

\*If you do not provide the proper documentation, you cannot be granted veterans credits. Once the eligible list is established, veterans credits cannot be granted.

## INSTRUCTIONS FOR VETERAN'S CREDITS

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

	<u>Open-Competitive Exams</u>	<u>Promotional Exams</u>
Disabled Veteran	10	5
Non-Disabled Veteran	5	2.5

These additional credits, which are combined with the final score obtained in the examination, may be granted only to **PASSING CANDIDATES** at the time of establishment of the eligible list. Candidates are permitted a minimum period of sixty (60) days from the last filing date to submit veterans credits forms for a particular examination. These forms will be accepted until such time as the eligible list is established. It is the responsibility of the candidate to insure that all required forms are filed on time.

### ELIGIBILITY RULES

1. **Honorable Discharge or Released under Honorable Circumstances\*\***
2. **Residing in NYS at Time of Application**

Active military service performed in the service of New York State, including homeland security or disaster response duty under orders of the Governor, cannot be used to establish a claim for veterans or disabled veterans status.

Members of the National Guard and Reserves called to active federal military duty may be entitled to merit system benefits provided such duty is not temporary or gratuitous service in any reserve or auxiliary force.

(\*\*) Honorable service is required unless the veteran is in possession of a Restoration of Honor Act Decision Letter restoring access to State benefits issued by the Division of Veterans' Services.

In accordance with Section 85.5 of the New York State Civil Service Law, an application for additional credit in a competitive examination under this section may be withdrawn by the applicant at any time prior to the establishment of the resulting eligible list. At any time during the term of existence of an eligible list resulting from a competitive examination in which a veteran or disabled veteran has received the additional credit granted by this section, such veteran or disabled veteran may elect, prior to permanent original appointment or permanent promotion, to relinquish the additional credit theretofore granted to him and accept the lower position on such eligible list to which he would otherwise have been entitled; provided, however, that such election shall thereafter be irrevocable. Such election shall be in writing and signed by the veteran or disabled veteran, and transmitted to the state civil service department or the appropriate municipal civil service commission.

Generally, candidates may use their Veterans or Disabled Veterans Credits to gain appointment only once in the Civil Service of the State or any of its civil divisions. See: <http://www.cs.ny.gov/vetcredits/> or New York State Constitution, Article V, Section 6 for exceptions.