

QUALIFYING FOR VETERANS' PREFERENCE

[Civil Service Commission Rule 3-8](#), *Veterans' Preference*, states that preference will be given to an eligible veteran or spouse of an eligible veteran if any of the following, specific criteria are met and documented:

1. A veteran who has been released from active military duty within 5 years before the date of application,
2. A disabled veteran who has been released from active military duty within 5 years before the date of application and who has been determined to be eligible for disability compensation by the U.S. Department of Veterans Affairs (DVA), U.S. Department of Defense (DoD), or a branch of the Armed Forces of the United States as the result of a service-connected disability,
3. A surviving spouse of a veteran who was released from active military duty within 5 years before the date of application,
4. A spouse of a disabled veteran with greater than 50 percent service-connected disability who was released from active military duty within 5 years before the date of application,
5. A surviving spouse of a veteran who was released from active military duty within 5 years before the date of application who has a child less than 18 years of age, or
6. A surviving spouse of a veteran who was released from active military duty within 5 years before the date of application who has continuing parental care for a disabled child.

For purposes of this preference, an eligible veteran is a person who (1) has 90 or more calendar days of active duty service in the Armed Forces of the United States, (2) was honorably discharged from active duty in the Armed Forces of the United States, and (3) has not retired from any uniformed service.

STANDARDS FOR UTILIZING VETERANS' PREFERENCE

1. Veterans' preference can only be used for the initial appointment into the state classified service.
2. Any awarded veterans' preference is only valid for five years from the date of discharge from military service.
3. A qualifying veteran and/or spouse must possess the minimum qualifications for the job classification and any position-specific selection criteria.
4. The qualifying veteran and/or spouse must fulfill all other conditions for appointment as described in the Civil Service Rules and regulations; i.e. drug testing.

REGISTRATION

A qualifying veteran and/or spouse must register with the Department of Civil Service, within five years of their discharge date, using the *Registration for Veterans' Preference (CS-1791)* form. Required documents listed on the form must be submitted with the CS-1791. The qualifying veteran and/or spouse must notify a hiring agency that he/she has registered for veterans' preference with the Department of Civil Service by including a note at the top of the resume submitted along with any required agency documents.

MORE INFORMATION

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