



CITY OF DELRAY BEACH  
HUMAN RESOURCES  
100 NW 1<sup>ST</sup> AVENUE  
DELRAY BEACH, FL 33444  
[www.mydelraybeach.com](http://www.mydelraybeach.com)

Attachment 1

**Veterans' Preference Instructions/Procedures:**

Applicants who are claiming Veterans' Preference are required to submit the Veterans' Preference Claim Form. The claim must include supporting documentation attached to each electronic application for each vacancy. A claim for Veterans' Preference Status must be clearly indicated on each application submitted. The Claim Form and other required documents must be submitted by the advertised closing date; otherwise you will not be considered.

- I. All vacancy announcements are eligible for Veterans' Preference unless noted in the vacancy advertisement.
  - A. Applicants must meet the minimum qualifications for the positions for which they apply.
  - B. Veterans' Preferences does not guarantee you the position. The Veterans' Preference provides that you will be included in the selection process for the position for which you are applying.
  
- II. To be granted Veterans' Preference, the applicant must:
  - A. Complete the Veterans' Preference Claim Form
  - B. Provide a copy of his/her DD Form 214
  - C. Other documentation as listed below
  
- III. Documentation required to prove Veterans' Preference Eligibility:
  - A. Veterans, disabled Veterans, and spouses of disabled Veterans and family members must furnish a copy of the DD Form 214, or military discharge papers, or equivalent certification from the Department of Veterans' Affairs (DVA), listing military status, dates of service, and Character of Discharge.
  - B. Disabled Veterans must provide documentation from the DVA certifying the veteran has a compensable service-connected disability.
  - C. Spouses of disabled Veterans must provide:
    1. Certification from either the DVA or the Department of Defense (DOD) that the Veteran is totally and permanently disabled for employment purposes due to a service-connected disability
    2. Evidence of marriage to the Veteran
    3. A written statement that the spouse is still married to the Veteran at the time of application for employment
  - D. Spouses of persons on active duty must provide:
    1. Documentation from either the DVA or the DOD that the active duty member is missing in action, captured, or forcibly detained
    2. Evidence of marriage to the Veteran
    3. A written statement that the spouse is still married to person on active duty at the time of application for employment
  - E. The mother, father, legal guardian, or un-remarried widow or widower of a deceased Veteran must provide:
    1. Documentation from either the DVA for service-connected death of the Veteran, or DOD line of duty death determination.
    2. Evidence of marriage to the deceased Veteran
    3. A written statement that the spouse is not remarried

Should you have questions regarding Veterans' Preference, please contact Human Resources at 561-243-7080 or visit the Department of Veterans' Affairs web site at [www.floridavets.org/benefits/veteranspref.htm](http://www.floridavets.org/benefits/veteranspref.htm).



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## VETERANS' PREFERENCE CLAIM FORM

**Instructions:** Complete **ONLY** if you are claiming Veterans' preference. All applicants claiming Veterans' Preference must complete this form and include all supporting documentation which is to be submitted with each electronic application. Failure by the applicant to provide the required documentation will invalidate the claim for Veteran's Preference of the vacant position.

Subsection 1.01(14) Florida Statute defines the term Veteran as one who has served in the active military, naval, or air service and who was discharged under honorable conditions only, or who later received an upgraded discharge under honorable conditions notwithstanding any action by the Department of Veterans Affairs on individuals discharged or released with other than honorable discharges. To receive benefits as a wartime veteran, a veteran must have served for at least one day during one of the military campaigns cited in Section II.

### I. VETERANS' PREFERENCE REQUEST

Yes     No                      I am claiming Veterans' Preference

### II. MILITARY CAMPAIGN CLASSIFICATION

Check appropriate statement as it pertains to you:

<input type="checkbox"/>	World War II	(December 7, 1941 – December 31, 1946)
<input type="checkbox"/>	Korean Conflict	June 27, 1950 to January 31, 1955
<input type="checkbox"/>	Vietnam Era	February 28, 1961 to May 7, 1975
<input type="checkbox"/>	Persian Gulf	August 2, 1990 to January 2, 1992
<input type="checkbox"/>	Operation Enduring Freedom	(10/7/2001 – TBD)
<input type="checkbox"/>	Operation Iraqi Freedom	(3/19/2003 – TBD)
<input type="checkbox"/>	Operation New Dawn:	(9/1/10 to TBD)

### III. VETERANS' STATUS CLAIMED

Check the following appropriate statement as it applies to you:

Check **ONLY** one.

- A Veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense.
- The spouse of a Veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a Veteran missing in action, captured, or forcibly detained by a foreign power.
- A Veteran of any war who has served on active duty for at least one day during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America.
- The unmarried widow or widower of a Veteran who died of a service-connected disability.

\_\_\_\_\_ The mother, father, legal guardian, or un-remarried widow or widower of a service member who died as a result of military service under combat-related conditions as verified by the U.S. Department of Defense.

\_\_\_\_\_ A current member of any reserve component of the U.S. Armed Forces or the Florida National Guard.

\_\_\_\_\_ A Veteran of any war, who has served at least one day during that war time period as defined in subsection 1.01 [14] or who has been awarded a campaign or expeditionary medal.

#### IV. APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

*If active service:*

Date of Entry: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_

Branch of Service: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that the information provided above is true and correct. I understand that falsification of this information is a criminal violation and may subject me to prosecution and possible incarceration and/or fine and will result in dismissal if employed. I have received notice of the appropriate procedures to follow in order to initiate an investigation into any non-compliance with the Veterans' Preference laws.

If an applicant claiming Veterans' Preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs, P.O. Box 1437, St. Petersburg, Florida 33731. A complaint must be filed within 21 calendar days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given.

*The City of Delray Beach complies with State statutes on Veterans' Preference and prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, or religion.*

*Individuals with disabilities requesting accommodation under the Americans with Disabilities Act (ADA) may call Assistant City Manager at 561-243-7144*