



CITY OF SAINT PAUL
Office of Human Resources
25 West Fourth Street, Suite 200
Saint Paul, Minnesota 55102-1634
Fax: 651-266-6490

VETERAN'S PREFERENCE

COMPLETE THIS FORM *ONLY* IF YOU ARE A VETERAN *AND* ARE CLAIMING VETERAN'S PREFERENCE

The City of Saint Paul honors veteran's preference to qualified applicants in accordance with MN Statute 43A.11. **You must submit a PHOTOCOPY of your DD214 or other military documents to substantiate the service information requested on this form.** Requests not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, contact the Veteran's Service Office at (651) 757-1568.

Non-Promotional Exams:

To qualify for veteran's preference for a **non-promotional competitive exam**, you must pass the exam **and** have been:

- separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or**
- by reason of disability incurred while serving on active duty, **or**
- met the definition of a veteran as defined by Minn. Statute 197.447.

Veteran's preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who died on active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

If the exam is pass/fail, and if the hiring manager chooses to conduct interviews, an interview will be granted as the veteran's preference. A veteran who receives a passing score on a ranked competitive exam can elect to receive a credit of ten points. Disabled veterans with a passing score on a ranked competitive exam can elect to receive a credit of fifteen points.

Promotional Exams:

To qualify for five preference points on a promotional exam, a veteran must have a passing exam score, and received a USDVA active duty service connected disability rating of 50% or more. Disabled veterans eligible for such preference may use the five point's preference only for the first promotion after securing City employment. (Minn. Stat. 197.455)

General Information:

- At the time of application *and* by the application deadline of the position for which you are applying, upload your DD214 and/or other military documents.
- If your DD214 is submitted to our office separate from this sheet, please attach a note indicating the position for which you are applying and your present address.
- (*Note: Completion of this form is optional. However, in the event you are claiming veteran's preference your DD214 and other military documents are **required**)

FOR OFFICE USE ONLY

Interview 5 Points 10 Points 15 Points Not Approved
 Approved by: _____ Date: _____

VETERAN'S PREFERENCE

Name (LAST) (FIRST) (M)	SOCIAL SECURITY NUMBER	POSITION APPLIED FOR
ADDRESS (STREET)	PHONE NUMBER	ARE YOU A US CITIZEN OR RESIDENT ALIEN?
(CITY) (STATE) (ZIP)		<input type="checkbox"/> YES <input type="checkbox"/> NO

VETERANS: (DD214 must be submitted to receive preference)

Have you served on active military duty without interruption for 181 days or more, or met the definition of a veteran as defined by MN Statute 197.447? YES NO

Type of Separation Honorable Medical Other

FOR DISABLED VETERANS: (DD214 and USDVA letter of disability must be submitted to receive preference)

Percent of Disability _____%

Is your disability permanent? YES NO

Have you ever been promoted in City of Saint Paul employment?..... YES NO

Are you applying for your one time promotional preference points now? YES NO

FOR SPOUSES OF DECEASED VETERANS:

(Attach DD214, photocopy of marriage certificate, spouse's death certificate, and proof veteran died on or as a result of active duty must be submitted to receive preference. You are ineligible to receive preference if you have remarried or were divorced from the veteran.)

Date of Death: _____ Have you remarried?..... YES NO

FOR SPOUSES OF DISABLED VETERANS:

(Attach DD214 and USDVA letter of disability must be submitted to receive preference)

Due to veteran's service-connected disability the veteran is unable to qualify for this position because (Be Specific):

AFFIDAVIT: *I hereby claim veteran's preference for this examination and swear/affirm that the information given is true, complete, and correct to the best of my knowledge. I hereby authorize the Veteran's Administration to release information necessary to process this application to the City of Saint Paul, Office of Human Resources.*

Signature

Date