

# Veteran Preference Claim Form for Civil Service

Instructions: Complete all sections of this form to claim Veteran Preference for civil service employment. Print the completed form, sign, and submit it along with your DD-214 (Member 4 copy) and/or VA Letter (if applicable) to the hiring agency.

## Section I: Applicant Information

Full Name (Last, First, Middle):

Social Security Number (Last 4 Digits):

Mailing Address (Street, City, State, Zip):

Phone Number:

Email Address:

Job Title Applied For:

Job Announcement Number:

## Section II: Military Service Information

Branch of Service:

Date of Entry into Active Duty (MM/DD/YYYY):

Date of Separation / Discharge (MM/DD/YYYY):

Character of Service (e.g., Honorable, General):

Campaign or Expeditionary Medals Received (List if claiming preference based on medals):

## Section III: Type of Preference Claimed

Please type "YES" in the box corresponding to the preference you are claiming.

5-Point Preference (TP): Active duty wartime service, or campaign badge recipient, discharged under honorable conditions.

10-Point Disability Preference (CP/CPS): Service-connected disability rating. Enter your rating percentage below.

Disability Rating Percentage (e.g., 10%, 30%):

VA Claim Number (if applicable):

10-Point Derived Preference (XP): Spouse, Widow/Widower, or Mother of a deceased or disabled veteran.

If derived preference, enter Veteran's Full Name:

Section IV: Certification and Signatures (To be signed on printed copy)

I certify that all of the statements made in this claim are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Applicant Signature (Sign on printed form):

Date Signed (MM/DD/YYYY):