

**CLINTON COUNTY DEPARTMENT OF PERSONNEL**

**137 Margaret Street, Plattsburgh, NY 12901**

**APPLICATION FOR VETERANS' CREDITS**

To receive additional credit on an examination as a non-disabled or disabled veteran, an applicant must meet all requirements for such credit found in Article 5, Section 6 of the New York State Constitution and Section 85 of the New York State Civil Service Law.

For detailed information, refer to the manual Clinton County Veterans' Rights for Exams that is available in our office or on our website:  
<http://www.clintoncountygov.com/Departments/Personnel/PersonnelHomePage.htm>

See reverse side for general information.

CIVIL SERVICE USE:  
APPROVED AS:

NON-DISABLED: PTS.

DISABLED: PTS.

DISAPPROVED: PTS.

You must be serving, or have served, in the Armed Forces of the United States (see other side) on an active duty basis other than active duty for training purposes.

Examination Title/ No.: \_\_\_\_\_ Exam Date: \_\_\_\_\_

**You must provide the following information** necessary to document the claim:

- NON-DISABLED VETERANS' CREDIT:** a copy of military discharge/separation papers (a DD214 if issued, or other official documentation) indicating dates of active service and character of discharge or release.
- DISABLED VETERANS' CREDIT:** a copy of military discharge/separation papers (a DD214 if issued, or other official documentation) indicating dates of active service and character of discharge or release. Also required is a Disability Record Authorization Form or letter from the US Department of Veterans' Affairs dated within one year of your application date indicating you have a disability rated at 10% or more.

Veterans Administration Claim Number: \_\_\_\_\_

Date Disability Record Authorization sent to Veterans Administration: \_\_\_\_\_

NAME/ADDRESS: \_\_\_\_\_

Claim is hereby submitted for  Disabled Veteran  Non-Disabled Veteran

Are you a citizen of the United States?  YES  NO Are you a resident of New State?  YES  NO

I am currently serving on an active-duty basis in the Armed Forces of the United States:  YES  NO

If YES, may receive credit conditional to proof of service and honorable discharge or release under honorable conditions.

List ALL employment with NYS or Local Government: \_\_\_\_\_

Have you used veterans' credits for appointment to a position in NYS or Local Government?  YES  NO

If YES, title of position and date of appointment: \_\_\_\_\_

If NO, I understand it is my responsibility to notify the Clinton County Department of Personnel if I receive a permanent appointment to a position in NYS or Local Government using credits.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The “Armed Forces” of the United States are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service of the United States. Such service must be or have been on a full-time active duty basis, other than for training purposes.

#### GENERAL INFORMATION:

- A non-disabled veteran is entitled to five (5) additional points on an open-competitive exam or two and one-half (2.5) points on a promotional exam. A disabled veteran is entitled to ten (10) additional points on an open-competitive exam or five (5) points on a promotional exam.
- An applicant has two months from the examination’s last filing date to provide civil service with the proof of eligibility for additional credits.
- Additional credit cannot be added after the eligible list is established.
- Additional credit can only be added to a passing score.
- An applicant may withdraw the credit at any time up to appointment.
- An applicant currently in the armed forces may request and receive conditional credit but must meet all criteria for such credit prior to its use.