



# APPLICATION FOR VETERANS' CREDITS

## City of Rome Civil Service Commission

198 North Washington Street

Rome, New York 13440 Phone: (315) 339-7609 / Fax: (315) 339-7674

[www.romenewyork.com](http://www.romenewyork.com)

**THIS FORM MUST BE SIGNED ONLY IN THE PRESENCE OF A NOTARY PUBLIC  
AND THEN SUBMITTED WITH HONORABLE DISCHARGE DOCUMENTATION**

☐ Non-Disabled Veteran

☐ Disabled Veteran

→ Applicants seeking the use of DISABLED Veterans' Credits will need to submit supplemental proof of at least 10% disability status in the form of a "Summary of Benefits" Statement. Benefit Statements are available by contacting the Department of Veterans' Affairs directly at 1-800-827-1000.

Examination Title and Number: \_\_\_\_\_

☐ Open Competitive Exam

☐ Promotional Exam

Date of Examination: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

ADDRESS: \_\_\_\_\_  
NUMBER STREET CITY/TOWN STATE ZIP

SOCIAL SECURITY #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SERVICE SERIAL #: \_\_\_\_\_

LIST ANY/ALL PUBLIC SERVICE EMPLOYMENT YOU HAVE HELD IN FEDERAL, STATE OR LOCAL GOVERNMENT SINCE JANUARY 1, 1951.

DATES OF EMPLOYMENT FROM: TO:	NAME OF EMPLOYER	CITY AND STATE	POSITION TITLE	VETERANS' CREDITS USED
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO

### **TO BE SWORN TO BEFORE A NOTARY PUBLIC OR COMMISSIONER OF DEEDS**

I, \_\_\_\_\_, hereby certify that the foregoing statements made in this  
(PRINTED FULL NAME)  
application are complete and are true to the best of my knowledge and belief.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to Before Me On: \_\_\_\_\_ / \_\_\_\_\_  
Notary or Commissioner of Deeds

( PLEASE SEE COMPLETE APPLICATION FILING INSTRUCTIONS ON THE REVERSE OF THIS FORM. )

## PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY

Additional credit in examinations may be granted to successful candidates who have claimed and established Non-Disabled or Disabled Veteran status.

Approved Veterans' Credit points are applied to Civil Service examinations in the following manner:

<b>Open Competitive Exams:</b>	Disabled Veteran: 10 points	Non-Disabled Veteran: 5 points
<b>Promotional Exams:</b>	Disabled Veteran: 5 points	Non-Disabled Veteran: 2.5 points

Veterans' Credits may only be added to a passing score and are not applied to a failing exam score of 69.0 or below. Veterans' Credits must be applied for prior to the establishment of an eligible list, and may only be granted BEFORE an eligible list is established. Candidates must file a separate Application for Veterans' Credit and Authorization for Disability Record (if applicable) for each examination for which Veterans' Credits are being sought. Approved applicants may withdraw the credit at any time up to appointment. Veterans' Credits are not deemed to have been used where the addition of such credit does not change the veteran applicant's position on the eligible list relative to other candidates or where the applicant was not permanently appointed from the eligible list where the Veterans' Credits were originally applied.

**TO APPLY FOR VETERANS' CREDIT:** You must answer all questions on the reverse side of this form, attach documentary proof of your eligibility (such as Form: DD-214 [Member-4 Copy], NAVPERS-553, NAVMC-78 PD, WDAGO-53, 55, or WDAGO-53, 98).

If your name is different from that shown on the aforementioned proof of eligibility, include a legal document to verify the change. Submit this form with your City of Rome Application for Civil Service Examination and General Employment or no later than two (2) weeks prior to the establishment of the eligible list. The proof you submit must document the following:

1. That you are a citizen of the United States or an alien lawfully admitted for permanent residence, and that you are a resident of New York State at the time of application for appointment or promotion.

2. That you served on active duty with the Armed Forces of the United States (other than for training purposes) in time of war, as follows:

World War II .....	December 7, 1941 – December 31, 1946
Korean Conflict .....	June 27, 1950 – January 31, 1955
Vietnam Conflict.....	February 28, 1961 – May 7, 1975
Hostilities in Lebanon* .....	June 1, 1983 – December 1, 1987
Hostilities in Grenada* .....	October 23, 1983 – November 21, 1983
Hostilities in Panama* .....	December 20, 1989 – January 31, 1990
Persian Gulf Conflict.....	August 2, 1990 – ( Not Yet Determined. )

\* Credit for Lebanon, Grenada and/or Panama will be limited to those who verifiably received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal.

Additionally, service in the commissioned Corps of the United States Public Health Service during the periods which follow is qualifying for Veterans' Credit: July 29, 1945 – December 31, 1946 June 27, 1950 – July 3, 1952

3. That you were honorably discharged or were released under honorable conditions.

4. That you have not used your Veterans' Credit for permanent appointment in New York State government or any of its civil divisions since January 1, 1951.

To claim credit as a Disabled Veteran and in addition to establishing your status as a war veteran as outlined above, you must also furnish a "Summary of Benefits" statement. Benefit Statements are available by contacting the Department of Veterans' Affairs directly at 1-800-827-1000. Please note that to be considered as a Disabled Veteran, in addition to the above-referenced criteria, you must document a war-incurred disability rated at 10% or more.