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# CATTARAUGUS COUNTY CIVIL SERVICE HUMAN RESOURCES DEPARTMENT

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303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716)938-2759

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## INSTRUCTIONS TO VETERANS

Your application for examination states that you are claiming disabled (non-disabled) veteran's credits. According to Civil Service Law, additional credit in examinations is granted to successful candidates who have claimed and established status as a disabled veterans or non-disabled veterans. This credit is granted on the following basis:

	<i>Open Competitive Examinations</i>	<i>Promotion Examinations</i>
Disabled Veteran	10 points	5 points
Non-Disabled Veteran	5 points	2.5 points

This additional credit, which is added to the final passing score in the examination, may only be granted at the time of the establishment of the eligible list. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list.

## ALL VETERANS

To be considered for additional credits as a Veteran, the enclosed application for veteran's credits must be completed and mailed to the Cattaraugus County Civil Service Commission with a copy of your discharge or certificate of services from the Armed Forces of the United States (DD214).

## DISABLED VETERANS

In addition, a disabled veteran must complete the enclosed Authorization for Disability Record in duplicate. Forward both copies of the Authorization for Disability Record immediately to the Office of Veterans Administration where your disability claim is on file. The Buffalo address is Veterans Administration, 130 South Elmwood Avenue, Buffalo, NY 14202.

To qualify for credit as a *disabled veteran*, you must be receiving payments from the Veterans Administration for a war incurred disability of at least 10%. The Veterans Administration must certify the disability to be in existence at the time of your application for veteran's credit.

### **To qualify for credit in an examination, your discharge or certificate of service must show:**

1. That you have served on active duty with the Armed Forces of the United States in time of war.
2. That you were honorably discharged or released under honorable circumstances from such service.

Your receipt of the enclosed forms does not mean that your application for the examination has been approved. These forms are often mailed before applications have been reviewed. If you have any questions concerning procedures regarding your claim, please write or phone this office. Include the number and title of the examinations in any letters of inquiry.