



Division of Human Resources  
**Veterans' Preference Claim Form**

<i>Veteran's Name</i>		<i>Last 4 Digits of Social Security No.</i>	
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone No. (include area code)</i>		<i>Cell Phone No. (include area code)</i>	
<i>Branch of Service</i>	<i>Date of Entry</i>	<i>Date of Discharge</i>	

Chapter 295, Florida Statutes, sets forth certain requirements for public employers to accord preferences, in appointment, retention, and promotion to certain veterans and spouses of veterans who are Florida residents.

**INSTRUCTIONS:** Complete **ONLY** if you are claiming Veterans' Preference. All applicants claiming Veterans' Preference must complete this form and include all supporting documentation which is to be submitted with your online application.

**I. Veterans' Preference Request**

Please check the boxes that apply to you. (Both boxes must be checked to claim Veterans' Preference.)

- ☐ I am claiming Veterans' Preference.
- ☐ I am a resident of the State of Florida. (Veterans' Preference is only available to Florida residents.)

**II. Veterans Status Claimed**

Please check the following appropriate statement as it applies to you (Check **ONLY** one):

- ☐ A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense.
- ☐ The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.
- ☐ A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America. A veteran who served honorably but who has **not** met the criteria for the award of a campaign or expeditionary medal for service in Operation Enduring Freedom or Operation Iraqi Freedom, qualifies for preference in appointment, effective July 1, 2007. The service dates are defined as follows:
- ♦ Operation Enduring Freedom – October 7, 2001, to date to be determined.
  - ♦ Operation Iraqi Freedom – March 19, 2003, to date to be determined.

- ☐ The un-remarried widow or widower of a veteran who died of a service-connected disability.
- ☐ Any Armed Forces Expeditionary Medal, as well as the Global War on Terrorism Expeditionary Medal, qualifies for Veterans' Preference.

If an applicant claiming Veterans' Preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs, 11351 Ulmerton Road, Suite 311-K, Largo, FL 33778. A complaint must be filed within twenty-one (21) days of the applicant receiving notice of the hiring decision made by the employing agency or within three (3) months from the date the application is filed with the employer if no notice is given.

I hereby certify that the information provided above is true and correct. I have received notice of the appropriate procedures to follow in order to initiate an investigation into any non-compliance with the Veterans' Preference laws.

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*Signature of Applicant*

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*Date*