



# VETERAN'S PREFERENCE POINTS APPLICATION

**Please return completed form to:**

City of Marshall Human Resources Office • 344 West Main Street • Marshall, MN 56258  
 Phone: 507/537-6790 • Fax: 507/537-6830 • E-mail: [Jobinformation@ci.marshall.mn.us](mailto:Jobinformation@ci.marshall.mn.us)  
 Website address: [www.ci.marshall.mn.us](http://www.ci.marshall.mn.us)

**FOR OFFICE USE ONLY**

Date Received:

**You must submit a copy of your DD214—Member Copy 4 or other military documents to substantiate the service information requested on this form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining military documents, contact the local County Veterans' Service Office at (507) 537-6729.**

The City of Marshall operates under a point preference system, which awards points to qualified veterans to supplement their application. Points are awarded subject to the provisions of MN Statute 43A.11. Ten (10) points are granted to non-disabled veterans on open competitive examinations; fifteen (15) points are awarded on open competitive examinations if the veteran has a 10% or greater service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

Veteran's Preference claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the DD214—Member Copy 4 or other supporting documentation is submitted to our office separate from this form, please attach a note with it indicating the position for which you are applying and your present address.

Position you are applying for:				
Name (Last)	(First)	(MI)	Are you a U.S. Citizen or Resident Alien? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number ( )
Address (Street)		(City)	(State)	(Zip)
				<b>FOR OFFICE USE ONLY</b> <input type="checkbox"/> 5 points <input type="checkbox"/> 10 points <input type="checkbox"/> 15 points <input type="checkbox"/> Not approved

**VETERAN—10 points**

Member Copy 4 of DD214 or DD215 must be submitted to receive points

Honorably discharged veteran .....  Yes  No

**DISABLED VETERAN—15 points on the passing score of an open competitive exam; 5 points on a promotional examination rating for a first promotion only**

Member Copy 4 of DD214 and USDVA letter of disability rating must be submitted to receive points

Honorably discharged veteran .....  Yes  No Percent of Disability: \_\_\_\_\_%  
 Have you ever been promoted in City of Marshall employment?.....  Yes  No (entitled to 5 pts for first promotion only)

**SPOUSE OF DECEASED VETERAN—10 points; 15 if the veteran was disabled at time of death**

Member Copy 4 of DD214 or DD215, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.

Date of Death: \_\_\_\_\_ Have you remarried? .....  Yes  No

**SPOUSE OF DISABLED VETERAN—15 points**

Member Copy 4 of DD214 or DD215 and USDVA letter of disability rating decision must be submitted to receive points.

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

**AFFIDAVIT:** I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Marshall within 7 days of the application deadline.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

## INFORMATION REGARDING CLAIMING VETERANS' PREFERENCE

The City of Marshall operates under a point preference system, which awards points to qualified veterans to supplement their application. Completion of the Veterans Preference Points Application is optional; however, in the event you are claiming Veteran's Preference your DD214 and other military documents are required. Preference points are awarded to qualified veterans as defined by Minn. Stat. § 43A.11, Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
  - i. served on active duty for at least 181 consecutive days, or
  - ii. have been discharged by reason of service connected disability, or
  - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
  - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions. **A "DD214 "Member-1" copy will not be accepted.**
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, USDVA verification that veteran died on or as a result of active duty, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

### Open, Competitive Exams:

To qualify for preference for (non-promotional) open **competitive exam**, you must have earned a passing score **and** been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having served the full period called or ordered for federal active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

### Promotional Exams:

To qualify for five points preference on a **promotional exam**, a veteran must have earned a passing exam score **and** received a USDVA active duty service connected disability rating of 50% or more. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the City of Marshall. (Minn. Stat. 197.455)

Thank you for your military service and for your interest in employment with the City of Marshall. Please contact our office at (507) 537-6790 or your local County Veterans' Service Office at (507) 537-6729, if you have any questions regarding veterans' preference in public employment.