

**SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE**

**PO BOX 6100**

**HAUPPAUGE, NEW YORK 11788-0099**

**APPLICATION FOR VETERANS' CREDITS**

**FORM VC-1**

See reverse side for instructions

1. Title of Examination \_\_\_\_\_

2. \_\_\_\_\_  
Last Name First Name Middle Initial

3. \_\_\_\_\_  
Mailing Address

4. Social Security Number \_\_\_\_\_

5. Check the appropriate box for which you claim veterans' credits.

☐ As a non-disabled veteran ☐ As a disabled veteran ☐ Used non-disabled veterans' credits and  
was later determined to be disabled

6. Have you previously used veterans' credits to receive a permanent competitive class appointment in the service of the State of New York or any civil division within the State?

☐ YES ☐ NO If you checked YES complete the information below.

Except for veterans later determined to be disabled, Civil Service Law limits the use of veterans' credits to one permanent competitive class appointment within New York State.

7. With the exception of the federal service, have you ever been employed by a governmental agency outside of Suffolk County (e.g., New York City, New York State, Office of Court Administration, or another county within New York State)?

☐ YES ☐ NO If you checked YES complete the information below:

Government Name \_\_\_\_\_

Length of Employment From \_\_\_\_\_ To \_\_\_\_\_

Department \_\_\_\_\_

Your official title(s) \_\_\_\_\_

(Attach additional sheets if necessary)

I declare, subject to the penalties of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and, to the best of my knowledge and belief, are true and correct.

X \_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

## INFORMATION ON VETERANS' CREDITS

According to New York State Civil Service Law, additional credits in examinations are granted to successful candidates who have claimed and established status as disabled or non-disabled veterans. These credits are granted on the following basis:

	<u>Open-Competitive Exams</u>	<u>Promotional Exams</u>
DISABLED VETERANS:	10	5
NON-DISABLED VETERANS:	5	2.5

These additional credits, which are combined with the final score obtained in the examination, may be granted only to PASSING CANDIDATES at the time of establishment of the eligible list. These forms will be accepted until such time as the eligible list is established. The Civil Service Department will not notify candidates if their forms are deficient or delinquent. It is the responsibility of the candidate to ensure that all required forms are filed timely.

To be eligible for additional credits as a veteran you must have been honorably discharged or released under honorable conditions and have served on ACTIVE duty with the armed forces of the United States. Active duty for training purposes is not eligible for veterans' credits.

### **Non-disabled Veterans**

In order to be considered for additional credits as a non-disabled veteran you must complete the VC-1 application and submit it to the Suffolk County Department of Civil Service together with a photocopy of your separation papers (i.e. Form DD-214) from the Armed Forces of the United States before the eligible list is established. Candidates currently on active military duty must submit a Form DD-214 when they are separated from the service.

### **Disabled Veterans**

In order to be considered for additional credits as a disabled veteran, you must meet the same requirements as outlined above under non-disabled veterans, and in addition, for each examination title you must also complete Form VC-3 (Disability Record Authorization) and forward it immediately to the Regional Office of the United States Department of Veterans Affairs, where your application for disability pension is on file. The Department of Veterans Affairs will return a copy to the Civil Service Department for processing. Disabled veterans must have an active service-incurred disability of at least ten percent (10%) certified by the Department of Veterans Affairs at the time of application for additional credits.

Veterans who used non-disabled veterans' credits to obtain a civil service appointment or promotion with New York State or a local government and, subsequent to such appointment, are determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, as defined in the New York State Civil Service Law, are entitled to an additional 10 credits on civil service examinations, minus the number of credits already used for the prior appointment. To claim such credits, a candidate must also submit Form VC-1, Application for Veterans' Credits and Form VC-3.

Except for veterans later determined to be disabled, Civil Service Law limits the use of veterans' credits to one permanent competitive class appointment within New York State. If you do not forward the proper documentation as outlined above, you will not be granted veterans' credits. Once the eligible list is established, veterans' credits cannot be granted.