

## Information about Claiming Veterans Preference for Ramsey County Jobs

Ramsey County awards veterans preference points to qualified veterans and spouses of deceased or disabled veterans in accordance with Minnesota State statutes 43A.11.

These points are added to an applicant's passing exam score, provided that the applicant has: (1) made a request to Human Resources (HR) to claim veterans preference for a particular job posting/recruitment process, (2) submitted the necessary documents in order to establish eligibility and HR has verified eligibility, and (3) has achieved a passing exam score prior to the addition of veterans preference points.

Following is the process for claiming veterans preference:

1. In the Agency-Wide Questions part of the application process, every applicant is asked whether they wish to claim veterans preference and what status they are claiming (veteran, disabled veteran, spouse of deceased or disabled veteran). To claim veterans preference, the applicant must check the button "YES" for this question, as shown below. **NOTE: Applicants must claim veterans preference for each job posting/application process.**

Ramsey County HR - Windows Internet Explorer  
https://www.governmentjobs.com/jobseekers/js\_agencysupp.cfm?AppStep=28&HighStep=28  
Live Search

File Edit View Favorites Tools Help

Ramsey County HR

4. Gender:  
 Female  Male

5. Are you at least 18 years of age?  
 Yes  No

6. If under age 18, what is your date of birth?

7. Ethnic Group:  
 American Indian/Alaskan Native  
 Asian  
 Black/African American  
 Native Hawaiian/Other Pacific Islander  
 Hispanic/Latino  
 White

\*8. Do you wish to claim Veterans Preference for this recruitment process? (In order to claim veterans preference, you must meet the requirements as specified in Minnesota Statutes, complete a Ramsey County veterans preference claim form, and provide required documentation -- e.g., DD214 or FL802, and send/deliver to Ramsey County HR)  
 Yes  No

9. If you wish to claim Veterans Preference for this recruitment, what status do you wish to claim?  
 Veteran (mail or deliver copy of DD214 to HR)  
 Disabled Veteran (mail or deliver copy of DD214 and FL-802 or comparable verification of compensable disability status within past 12 months to HR)  
 Spouse of Deceased/Disabled Veteran (mail or deliver copy of proof of veterans status plus proof of marriage and death of veteran, if applicable, to HR)

\*10. Do you require special testing or screening conditions to accommodate a disability or language difficulty?  
 Yes  No

11. If yes, please describe briefly what accommodation you need?

Done Internet 100%

2. Applicants must provide a legible copy of their DD214 discharge form that shows both years of service and type of discharge. Applicants can mail, hand deliver or fax (651-

266-2727) this form to Ramsey County HR (50 West Kellogg Blvd, Suite 430, St Paul, Minnesota 55102). HR strongly encourages applicants to provide this documentation as soon as possible during the application process. **NOTE: You only need to provide a copy of your DD214 one time (first time) when applying for Ramsey County jobs. HR will convert the document to an electronic image and attach this to your applicant profile. This document is NOT visible to hiring managers outside HR.**

3. Applicants who want to claim disabled veteran status must ALSO supply a legible copy of form FL-802 or equivalent letter from the Veterans Administration documenting compensable disability status. **NOTE: Your documentation must be dated within the 12 month period prior to the date you are claiming veterans preference. HR will convert the document to an electronic image and attach this to your applicant profile. This document is NOT visible to hiring managers outside HR.**
4. Applicants who want to claim veterans preference as a spouse of a disabled veteran must ALSO supply a legible copy of their marriage certificate, and copy of form FL-802 or equivalent letter from the Veterans Administration documenting compensable disability status. **NOTE: Verification of disabled veteran status Your documentation must be dated within the 12 month period prior to the date you are claiming veterans preference. HR will convert the document to an electronic image and attach this to your applicant profile. This document is NOT visible to hiring managers outside HR.**
5. Applicants who want to claim veterans preference as a spouse of a deceased veteran must ALSO supply a legible copy of their marriage certificate, and a legible copy of the veteran's death certificate. **HR will convert the document to an electronic image and attach this to your applicant profile. This document is NOT visible to hiring managers outside HR.**
6. Notices from Ramsey County HR sent to applicants of test results generally display an applicant's final exam score prior to and after the addition of veterans preference points.
7. For further information about Veterans Preference requirements, or your status as an applicant, contact the HR Generalist listed on the job posting for which you are applying.

Date: 6/25/08