



Remember, Veterans Preference Points are added in new hiring situations – "probational" or "job appointments" – for **ALL** jobs. Please see the [Veterans Preference Quick Sheet](#) for additional information.

- Veterans points are only added in NEW hiring situations – “probational” or “job appointments.” These points are added based on eligibility as claimed in the application.
- Verification of eligibility for points awarded must be made on the final hire.
- Candidates on the Eligible List for a probational or job appointment will be filtered based upon their response to the agency-wide question regarding eligibility for veterans preference points. If claimed, 5 or 10 points must be added where appropriate to the candidates’ scores on the Eligible List for all jobs.
- The Appointing Authority must verify veterans points awarded on the hired candidate only. This must be done based on the DD214 for those claiming 5 points.
- Persons claiming eligibility for 10 veterans points must submit a copy of the DD214 in addition to a letter from the Veterans Administration documenting service connected disability and it must be dated within the last six months of the application.
- The DD214 is a federal government document issued to a service member upon retirement, separation or discharge from active military service. The DD214 outlines years of military service, occupations and conditions of discharge/separation.
- A spouse, un-remarried widow/widower or parent of a disabled or deceased veteran claiming veterans points must submit [Form C.S. 295](#) along with a copy of the DD214, any Veterans Administration statement of disability, a copy of the marriage certificate, and a copy of the death certificate, birth certificate, if applicable.
- Veterans preference cannot be verified without a DD214.

For information on guidelines for awarding veterans preference points, go to the [Veterans Preference Quick Sheet](#). For answers to a few Veterans preference FAQs, please click [here](#).