



BROWARD COUNTY SCHOOLS

HUMAN RESOURCES

600 SE 3 AVENUE

FT. LAUDERDALE, FL 33301

www.browardschools.com

Veterans' Preference Instructions/Procedures:

Applicants who are claiming Veterans' Preference are required to submit the Veterans' Preference Claim Form. The claim must include supporting documentation attached to each resume/managerial application for each vacancy and specific location for which an application is submitted. A claim for Veterans' Preference Status must be clearly indicated on each resume/managerial application submitted. The Claim Form, resume, and other required documents must be submitted by the advertised deadline date; otherwise you will not be considered.

- I. All vacancy announcements are eligible for Veterans' Preference unless noted in the vacancy advertisement.
 - A. Applicants must meet the minimum qualifications for the positions for which they apply.
 - B. Veterans' Preferences does not guarantee you the position. The Veterans' Preference provides that you will be included in all phases of the selection process for the position for which you are applying.
- II. To be granted Veterans' Preference, the applicant must:
 - A. Complete the Veterans' Preference Claim Form
 - B. Provide a copy of his/her DD Form 214
 - C. Provide proof of Florida residency
 - D. Other documentation as listed below
- III. Documentation required to prove Veterans' Preference Eligibility:
 - A. Veterans, disabled Veterans, and spouses of disabled Veterans must furnish a copy of the DD Form 214, military discharge papers, or equivalent certification from the Department of Veterans' Affairs (DVA), listing status, dates of service, characterization of discharge, and campaign and expeditionary medals awarded.
 - B. Disabled Veterans must provide documentation from the DVA certifying the veteran has a compensable service-connected disability.
 - C. Spouses of disabled Veterans must provide:
 1. Certification from either the DVA or the Department of Defense (DoD) that the Veteran is totally and permanently disabled for employment purposes due to a service-connected disability
 2. Evidence of marriage to the Veteran
 - D. Spouses of those on active duty must provide:
 1. Documentation from either the DVA or the DoD that the active duty member is missing in action, captured, or forcibly detained
 2. Evidence of marriage to the Veteran
 - E. Unremarried widow or widower of a deceased Veteran must provide:
 1. Documentation from either the DVA for service-connected death of the Veteran, or DoD line of duty death determination.
 2. Evidence of marriage
 3. A statement that the widow/widower has not remarried
- IV. Documentation proving Florida residency. (Submit one of the following).

Documentation must accompany the application with the Veterans' Preference form.

 - A. Copy of valid Florida driver's license
 - B. Copy of Florida voter's registration card
 - C. Copy of mortgage/lease agreement reflecting a Florida address

Should you have questions regarding Veterans' Preference, please contact Non-Instructional Staffing at 754-321-1810 or Instructional Staffing at 754-321-2320 or visit the Department of Veteran's Affairs web site at www.floridavets.org/benefits/veteranspref.htm.



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VETERANS' PREFERENCE CLAIM FORM

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 each application/resume.

Subsection 1.01(14) Florida Statute defines the term Veteran as one who has served in the active military and who is discharged under honorable conditions only, or who later received an upgraded discharge under honorable conditions notwithstanding any action by the Department of Veteran's Affairs on individuals discharged or released with other than honorable discharges. To receive benefits as a wartime veteran, a veteran must have served for one day or more during one of the military campaigns cited in Section II.

I. VETERANS' PREFERENCE REQUEST

Yes No I am claiming Veterans' Preference

Yes No Are you a resident of the State of Florida? (Veterans' Preference is only available to Florida residents.)

II. MILITARY CAMPAIGN CLASSIFICATION

Check appropriate statement as it pertains to you:

- | | | |
|--------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> | World War II | (1941 – 1946) |
| <input type="checkbox"/> | Korean Conflict | June 27, 1950 to January 31, 1955 |
| <input type="checkbox"/> | Vietnam Era | February 28, 1961 to May 7, 1975 |
| <input type="checkbox"/> | Persian Gulf | August 2, 1990 to January 2, 1992 |
| <input type="checkbox"/> | Operation Iraqi Freedom | (2003 – TBD) |
| <input type="checkbox"/> | Operation Enduring Freedom | (2001 – TBD) |

III. VETERANS' STATUS CLAIMED

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.

The unmarried widow or widower of a veteran who died of a service-connected disability.

Any Armed Forces Expeditionary Medal received by a qualified applicant provides qualifying service for Veterans' Preference. The Global War on Terrorism Expeditionary Medal is qualifying for Veterans' Preference provided the individual is otherwise eligible. Veterans' Preference is provided for individuals who have served in a campaign or expedition for which a campaign badge/medal has been awarded.

IV. APPLICANT INFORMATION

Name: _____ Social Security #: _____

Address: _____ City, State, Zip: _____

Telephone: _____ Cell: _____

If active service:

Date of Entry: _____ Date of Discharge: _____

Branch of Service: _____

Signature: _____ Date: _____

I hereby certify that the information provided above is true and correct. I understand that falsification of this information is a criminal violation and may subject me to prosecution and possible incarceration and/or fine and will result in dismissal if employed. 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.

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, Mary Grizzle Office Building, 11351 Ulmerton Road, Largo, FL, 33778. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date of application is filed with the employer if no notice is given.

The School Board of Broward County complies with State statutes on Veterans' Preference and prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation.

Individuals with disabilities requesting accommodation under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine.