



## Veterans' Preference Form

Pursuant to Chapter 295 of the Florida Statutes, in order to claim Veterans' Preference, you must complete and sign this Veterans' Preference form and provide all required documentation from the Department of Defense (DD) and/or the U.S. Department of Veterans' Affairs (DVA). For the purposes of this form, a veteran is defined in §1.01(14) Florida Statutes. Preference may only be provided to qualified job applicants who have participated in a selection procedure and have submitted the required form and documentation. **Documentation must be received by PSTA's Human Resources Department no later than 4:00 p.m. on the closing date of the position.**

Position applied for:	<input type="text"/>	Applicant's name:	<input type="text"/>
Veteran's name:	<input type="text"/>	Branch of service:	<input type="text"/>
Type of discharge:	<input type="text"/>	Date of discharge:	<input type="text"/>
Is the veteran retired?	<input type="text"/>		
Does the veteran have a compensable service-connected disability?	<input type="text"/>		
Percent of disability:	<input type="text"/>	%	
Type of documentation submitted:	<input type="text"/>		

### QUALIFYING CATEGORIES – DOCUMENTATION REQUIRED ( ✓ ) Check all that apply

1. Those disabled veterans who have served on active duty in any branch of the United States Armed Forces, have received an honorable discharge (excludes general discharge regardless of conditions), and have established the present existence of a service-connected disability that is compensable under public laws administered by the DVA; also those disabled veterans who are receiving compensation, disability retirement benefits, or disability pension by reason of public laws administered by the DVA and the DD.

#### **Documents Required:**

- DD-214 or equivalent from the DD or DVA showing military status, dates of service, discharge type; and
- Documentation from the DVA certifying the veteran has a compensable service-connected disability and the percentage of that disability

2. The spouse of a veteran who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment; also the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

**Documents Required:**

- Provide statement that applicant is still married to the veteran, certificate of marriage to the veteran, and veteran's DD-214 or equivalent from the DD or DVA showing military status, dates of service and discharge type.
- If veteran is disabled, also provide documentation from the DVA certifying the veteran is totally and permanently disabled and cannot qualify for employment because of that service-connected disability.
- If veteran is missing in action/captured/forcibly detained, also provide documentation from the DD or DVA that the veteran is missing in action or has been captured/forcibly detained in the line of duty.

3. A wartime veteran as defined in §1.01(14) Florida Statutes who has received an honorable discharge (excludes general discharge regardless of conditions) and who has served at least one day during a wartime period; also a veteran who has been awarded a campaign or expeditionary medal. Active duty for training may not be allowed for eligibility under this paragraph.

**Document Required:**

- Provide copy of DD-214 or equivalent from the DD or DVA showing military status, dates of service and discharge type; and campaign or expeditionary medal, if applicable.

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

**Document Required:**

- Provide statement that applicant is unremarried, certificate of marriage to the veteran, veteran's DD214 or equivalent from the DD or DVA certifying the service-connected death, and veteran's death certificate. Revised 08/2014

5. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the DD.

**Documents Required:**

- If the applicant is the mother, father or legal guardian, provide veteran's DD-214 or equivalent from the DD or DVA certifying the service-connected death of the veteran under combat-related conditions, the veteran's death certificate, and court document(s) establishing legal authority of guardian.
- If the applicant is the unremarried widow or widower, provide certificate of marriage to the veteran, veteran's DD-214 or equivalent from the DD or DVA certifying the service-connected death of the veteran under combat-related conditions, and veteran's death certificate.

6. A veteran as defined in §1.01(14) Florida Statutes who has received an honorable discharge (excludes general discharge regardless of conditions). Active duty for training may not be allowed for eligibility under this paragraph.

**Document Required:**

- Provide DD-214 or equivalent from the DD or DVA showing military status, dates of service and discharge type.

7. A current member of any reserve component of the United States Armed Forces or the Florida National Guard.

**Document Required:**

- Provide Statement of Service or equivalent signed by or at the direction of the adjutant, personnel officer or commander of reserve/guard unit stating the dates of military service/ current military service.

**Important Notice:**

Chapter 295 of the Florida Statutes sets forth certain requirements for public employers to accord preferences in appointment, retention and promotion to certain qualified service members/veterans and certain spouses/family members of these service members/veterans. Preference in appointment and employment requires that a preferred applicant be given preference at each step of the employment selection process, but does not require the employment of a preferred applicant over a non-preferred applicant who is the most qualified for the position.

An applicant eligible for Veterans' Preference who believes he or she was not afforded employment preference in accordance with Chapter 295 may file a complaint with the Department of Veterans' Affairs at 9500 Bay Pines Blvd., Room 214, St. Petersburg, Florida 33708, requesting an investigation. When the applicant has received notice of a hiring decision from a covered employer, the complaint shall be filed within 21 calendar days from the date notice is received by the applicant and/or as otherwise provided in Florida Administrative Code R. 55A-7. Also, § 295.07(4) Florida Statutes provides exemptions to Veterans' Preference.

**Wartime Eras eligible for Veterans' Preference:**

- Operation New Dawn – September 1, 2010 to TBD
- Operation Iraqi Freedom – March 19, 2003 to TBD
- Operation Enduring Freedom – October 7, 2001 to TBD
- Persian Gulf War – August 2, 1990 to January 2, 1992
- Vietnam Era – February 28, 1961 to May 7, 1975
- Korean Conflict – June 27, 1950 to January 31, 1955
- World War II – December 7, 1941 to December 31, 1946

**Submit completed form and documentation to:**

- PSTA Human Resources Department, [www.psta.net/careers](http://www.psta.net/careers)
- Email: [HumanResources@psta.net](mailto:HumanResources@psta.net) with Subject Line VETERANS PREFERENCE
- Or Mail to PSTA, Human Resources Department, 3201 Scherer Drive, St. Petersburg, FL 33716

**Signature of Applicant (required):**

I, the undersigned qualified service member/veteran or spouse/family member of a qualified service member/veteran, acknowledge that I have provided true and correct information on this form and all related documentation, and that I have read and understand the rights expressed in the foregoing notice.

Signature  Date

REMINDER (Send via email to [HumanResources@psta.net](mailto:HumanResources@psta.net)):

**Documents Required for each Category**