



## PREFERENCE POINTS

| %   | ITEM           | EXPLANATION   |
|-----|----------------|---|
| 15% | 1.<br>2.       | Disabled Veteran<br>Spouse of Veteran who meets criteria above  |
| 10% | 3.<br>4.<br>5. | Wartime Veteran and/or recipient of Expeditionary Medal<br>Unremarried widow/er of veteran who died as a result of military service combat<br>Parent, legal guardian, or unremarried widow/er of veteran who died as a result of military service under combat-related conditions |
| 5%  | 6.<br>7.       | Veteran who served in the active military, naval, or air service.<br>Current member of any reserve component of the United States Armed Forces or The Florida National Guard. (Exception: those serving on current active duty of training are ineligible for preference).        |

## DOCUMENTATION

| ITEM | REQUIRED DOCUMENTATION  |
|------|---|
| 1.   | <ul style="list-style-type: none"> <li>• Veterans, disabled Veterans, spouses of disabled Veterans and family members must furnish a Department of Defense document, commonly known as form DD-214 or military discharge papers, or equivalent certification from the Department of Veteran Affairs, listing military status, dates of service and Character of Discharge. Must have an Honorable Discharge.</li> <li>• Disable Veterans must also furnish a document from the Department of Defense, the DVA or the Department certifying that the Veteran has a service-connected disability</li> </ul>   |
| 2.   | <ul style="list-style-type: none"> <li>• DD-214 (see first bullet under #1)</li> <li>• Spouses of disabled Veterans must also furnish either a certification form from the Department of Defense or the VA that the Veteran is totally and permanently disabled, or an identification card issued by the Department. Spouses must also furnish evidence of marriage to the Veteran and a statement that the spouse is still married to the Veteran at the time of the application for employment; the spouse must also submit proof that the disabled Veteran cannot qualify for employment because of the service-connected disability.</li> </ul> |
| 3.   | DD-214 (see first bullet under #1)  |
| 4.   | FDVA form VP-3 “Certification of Unremarried Widow or Widower” and DD-214   |
| 5.   | The mother, father, or legal guardian of the deceased Veteran must furnish a document from the Department of Defense showing the death of the service member while on duty status under combat-related conditions or the Department of Veterans Affairs certifying the service-connected death of the Veteran and must furnish evidence of marriage. The legal guardian must show the proper court documents establishing the legal authority of the Guardian   |
| 6.   | DD-214 (see first bullet under #1)  |
| 7.   | FDVA form VP-2 “Certification of Current Member of Reserve of the United States Armed Forces or the Florida National Guard.   |

**Are applicants who are currently serving in active duty eligible for Veterans Preference?**

No, a Veteran is defined as a person who serviced in the active military, naval or air service and was discharged or released under honorable conditions (or who later received an upgraded discharge under honorable conditions). However, current members of the reserve are eligible.

**Need assistance?**

If you have any questions or require assistance in attaching your DD-214, please contact us at 561-243-7125. We thank you for serving our country and the sacrifices you and your family have made. The City of Delray Beach is committed to providing Veterans Preference to qualified candidates. If you qualify for a position and have not received any information on a hiring decision within 45 days of the closing date, you may request an investigation by contacting the Human Resources Director at 561-243-7127 or [humanresources@mydelraybeach.com](mailto:humanresources@mydelraybeach.com)

Applicants who meet the minimum job requirements and qualify for Veterans Preference and who believe they have not been afforded employment preference in accordance with applicable Florida law, may file a written complaint requesting an investigation to the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, 9500 Bay Pines Blvd, Room 214, St. Petersburg, Florida 33708. The complaint may be filed within 60 calendar days from the date the applicant receives notice that they were not selected.

For more information please see 55A-7: VETERANS' PREFERENCE IN APPOINTMENT and 55A-7.016: Enforcement of Preference - Florida Administrative Code.



## VETERANS PREFERENCE CERTIFICATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Section 295.07(1), Florida Statutes, provides for Veterans Preference in employment appointment and retention, if qualified under one of the following categories, and not exempt under Section 295.07(4), Florida Statutes. Section 295.09, Florida Statutes, also provides Veterans Preference for reinstatement, reemployment, and promotion. If you seek Veterans' Preference, please check the appropriate box, and provide this form and documentation of your status with your employment application, no later than the position advertisement closing date.

I certify that I am qualified to claim Veterans' Preference under the category checked below:

- (a) A disabled veteran:
  1. Who has served on active duty in any branch of the United States Armed Forces, has received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the United States Department of Veterans Affairs; or
  2. Who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the United States Department of Veterans Affairs and the United States Department of Defense.
- (b) The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and 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.
- (c) A wartime veteran as defined in s. 1.01(14), who has served at least 1 day during a wartime period. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.
- (d) The unremarried widow or widower of a veteran who died of a service-connected disability.
- (e) 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 United States Department of Defense.
- (f) A veteran as defined in s. 1.01(14), F.S. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.
- (g) A current member of any reserve component of the United States Armed Forces or the Florida National Guard. If so, please attach FDVA form VP2, signed by your immediate military supervisor, to document your status.

### Rule 55A-7.013, Florida Administrative Code:

Please submit this certification with your application and prior to the date that the position closes. Please contact Human Resources at 561-243-7125 or [humanresources@mydelraybeach.com](mailto:humanresources@mydelraybeach.com) if you have any questions.

This statement is true to the best of my knowledge and belief.

Signature: \_\_\_\_\_



## CERTIFICATION OF UNREMARIED WIDOW OR WIDOWER

Section 295.07(1)(d), Florida Statutes, provides Veterans Preference in appointment and retention for an unremarried widow or widower of a Veteran who died of a serviced connected disability and

Section 295.07(1)(e), Florida Statutes, provides Veterans Preference in appointment and retention for an unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions.

In order to receive Veterans' Preference in employment appointment and retention, this form documenting the fact that I have not remarried, must be submitted with the application to Human Resources, along with Veterans Preference Certification, FDVA form VP-1, in order to complete the application packet.

### To be completed by Unremarried Widow or Widower:

I certify that I, \_\_\_\_\_, was married to \_\_\_\_\_,  
a member of \_\_\_\_\_ (branch) of the United States Armed Forces.

I further certify that I have not remarried since the date of his/her death.

\_\_\_\_\_ Date: \_\_\_\_\_

### Signature of Widow or Widower

Printed name: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

### Signature of Witness

Printed name: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

Address: \_\_\_\_\_



**CERTIFICATION OF CURRENT MEMBER OF  
RESERVE COMPONENT OF THE UNITED STATES ARMED FORCES  
OR THE FLORIDA NATIONAL GUARD**

**To be completed by your IMMEDIATE MILITARY SUPERVISOR:**

I certify that \_\_\_\_\_ is a current member of \_\_\_\_\_ (branch) **Reserve Component of the United States Armed Forces or The Florida National Guard** (circle one) and is in "Honorable" standing as of this date.

\_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of Immediate Military Supervisor

\_\_\_\_\_  
Supervisor's Printed Name, Rank and Telephone Number

**To be completed by APPLICANT:**

Section 295.07(1)(g), Florida Statutes, provides for Veterans' Preference in appointment and retention for a Current member of any Reserve Component of the United States Armed Forces or The Florida National Guard, serving honorably.

In order to receive Veterans' Preference in employment appointment and retention, this form documenting my current service must be submitted with the application to Human Resources, along with Veterans Preference Certification, FDVA form VP-1, in order to complete the application packet.

**I certify that I am a Current member of \_\_\_\_\_, honorably serving, that I intend to continue my military service, and that the following information is accurate:**

Address: \_\_\_\_\_

Telephone(s): \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of Current Member