

VETERANS' CREDIT DISPOSITION FORM

*** SEE INSTRUCTIONS ON OTHER SIDE ***

ATTENTION APPOINTING AUTHORITY: Give one signed copy of this form to the candidate. Attach one signed copy of this form to the Certification of Eligibles for the permanent appointment of any eligible who has claimed additional credits as a disabled or non-disabled veteran for the examination from which the eligible list for such appointment was established.

SECTION 1: GENERAL INFORMATION - TO BE FILLED OUT BY APPOINTING AUTHORITY

1. Name of Veteran		2. Department/Civil Division	
3. Title of Eligible List (or Position)		4. Date of Appointment	5. Examination Number
6. Veterans' Credits	7. Score with Veterans' Credits	8. Score without Veterans' Credits	

*** CANDIDATES: READ SECTIONS 2 AND 3 COMPLETELY BEFORE SIGNING EITHER ***

SECTION 2: ELECTION TO GIVE UP ADDITIONAL CREDITS

This section is for use by an eligible who has claimed additional credits, but who wishes to give up such credits, for any reason. Such veteran shall be considered on the certification according to his/her rank order without these credits.

I hereby elect to give up my additional credits on the eligible list indicated above. I understand that this election is final and cannot be changed for this particular examination eligible list. However, this does not affect my right to claim additional credits in other examinations.

Signature of Veteran

Date*

SECTION 3: ACKNOWLEDGEMENT OF USE OF ADDITIONAL CREDITS

This section is for use by an eligible who is using additional credits to obtain a permanent appointment or promotion.

In accepting appointment to the position shown above, I certify that I have not, since January 1, 1951, previously received a permanent appointment or permanent promotion as a result of the use of additional credits as a disabled or non-disabled war veteran, in the service of the State or any of its political subdivisions, including County, Town, City, Village, School District or Special District in New York State.

I understand that the acceptance of this permanent appointment ends my eligibility for additional credits in all future examinations and will result in the loss of additional credits on any other eligible list on which my name appears.

Signature of Veteran

Date*

*Date must be the date of appointment or earlier.

**INFORMATION AND INSTRUCTIONS FOR COMPLETION
OF VETERANS' CREDIT DISPOSITION FORM**

PURPOSE:

1. To provide a positive indication of use or waiver of ALL claimed veterans' credits;
2. To enhance the accuracy of veterans' information in civil service records.

All eligibles who have claimed veterans' credits and who receive permanent appointment from an eligible list in which they have claimed veterans' credits MUST either waive or use the credits. No permanent appointment of such eligible will be accepted in the absence of this waiver or acknowledgement of use.

ALL SECTIONS MUST BE COMPLETED OR THE APPOINTMENT WILL NOT BE ACCEPTED.

SECTION 1 – TO BE FILLED OUT BY APPOINTING AUTHORITY:

NOTE: All information necessary to complete this section is on Certification Form.

Return this form to the Civil Service Commission/Personnel Officer with the Certification of Eligibles.

SECTION 2 – ELECTION TO GIVE UP ADDITIONAL CREDITS:

This waiver MUST be signed by all eligibles who elect to waive their claim of veterans' credits, regardless of whether or not they are subsequently appointed from this list to this position. In fairness to all eligibles, the full consequences of such waiver should be clearly stated to the eligible before the waiver is executed.

SECTION 3 – ACKNOWLEDGEMENT OF USE OF ADDITIONAL CREDITS:

This waiver MUST be signed by all eligibles who require the additional credits to be reachable for appointment to this position AND who are to be appointed.

If the eligible does not require the additional credits in order to be reachable, such eligible should be clearly so advised.

If there are any questions regarding whether an eligible needs veterans' credits to be reachable, or the consequences of a decision to waive veterans' credits, contact Civil Service.