



EMPLOYMENT PREFERENCE FORM

I am requesting the following statutory employment preference to be applied to my application for employment by the City of Chandler:

(Please read full preference category descriptions before proceeding.)

Check Below	PREFERENCE CATEGORY	DOCUMENTATION OF ELIGIBILITY
	VETERAN PREFERENCE (5 Points)	Submit DD Form 214 provided it indicates at least six months of active duty and an Honorable or Under Honorable Conditions discharge. Additional documents may be used to supplement the DD-214 if it is incomplete. For example, a Form DD-256 may be used to supplement a DD-214 that does not have a character of service indicated.
	DISABLED VETERAN PREFERENCE (10 Points)	Submit documentation required for both Veteran Preference and Disability Preference or certification (i.e., public employment preference letter) from the VA Regional Office (1-800-827-1000) or Veterans Services Office of the Arizona Department of Economic Security.
	VETERAN'S SPOUSE/SURVIVING SPOUSE PREFERENCE (5 Points)	Submit certification (i.e., public employment preference letter) from VA Regional Office (1-800-827-1000) or Veterans Services Offices of the Arizona Department of Economic Security.
	DISABILITY PREFERENCE (5 Points)	Submit completed Disability Preference Verification Form available from Human Resources Division.

I understand that it is my responsibility to provide valid documentation verifying my eligibility for the preference points I am claiming. I understand that a copy of this documentation must be provided for each position I am applying for at the time of my initial application for employment, or no later than seven days following the application closing date, and that this documentation will become part of my application file and will not be returned to me. I further understand the original documentation may be requested at any time.

I further understand that preference points are applied only when numerical scores are earned by applications on initial hiring-related examinations for merit system positions and will be added only if my score meets the minimum passing score required for the position without the preference. A maximum of ten (10) preference points may be applied per applicant. For positions for which numerical scores are not given, applicable preferences will be taken into consideration in candidate rankings.

I hereby claim the preference(s) indicated above, have attached documentation of eligibility, and certify that the above information and supporting documentation are true and correct. I understand that any false statements or information may be cause for my disqualification or dismissal, regardless of when discovered.

Position for which I am applying:

Print complete name:

Signature:

Date: