

AN EQUAL OPPORTUNITY EMPLOYER

INFORMATION SHEET FOR VETERANS SEEKING EMPLOYMENT AS AN VETERANS SERVICE OFFICER WITH THE STATE OF ALABAMA DEPARTMENT OF VETERANS AFFAIRS

Basic Eligibility Requirements: Applicant **must be** a resident and a qualified voter in the county in which he is seeking employment at time of making application, and **must be** a veteran who served on active duty in the armed forces of the United States for a period of sixty days or more in a **wartime period*** and be honorably discharged. In addition, an applicant should be able to effectively meet and communicate with the public, as well as officials at the state and local level, and possess the mental and physical abilities to effectively perform the duties listed below. **Enclose with the application a copy of your DD Form 214 for all periods of service. (See wartime periods of service below.)**

Disabled Veteran's Claim for Preference - If you have a service connected disability rated at 20% or more by the US Department of Veterans and wish to be considered for a 5 point hiring preference, you must provide an official statement, (*dated within one year of application for employment*) from the US Department of Veterans Affairs or applicable branch of the Armed Forces verifying the present existence of a service-connected disability to include actual disability rating.

Duties: It shall be the duty of an County Veterans Service Officer to:

1. Furnish information and data to the Commissioner of the Alabama Department of Veterans Affairs relative to the various aspects of the problems experienced by veterans and their dependents within his/her county.
2. Provide assistance, information, and referral service to veterans seeking aid and assistance in connection with matters pertaining to employment and re-employment, education and vocational training, health, medical, rehabilitation and housing services and facilities, emergency financial assistance, and other matters of similar appropriate natures.
3. Review legal and regulatory changes effecting the entitlement of benefits to veterans and/or their dependents. If applicable, educates staff on changes in the law effecting veterans and their benefits.
4. Maintain department policies and procedures for conducting the mission of the Department. If applicable, interview, supervise, and train new staff members (AVSO, ASA, and work study students) as well as review the staff's work.
5. Cooperate with all national, state and local governments as well as private agencies offering services or benefits to veterans and their dependents. Speak before veterans and other interested groups on subjects concerning veterans and/or veteran's benefits.
6. Seek out and advise veterans of their rights and benefits under all local, state and federal laws.
7. Devote his/her full time to the above duties.

Note: Applicants **must** thoroughly complete the attached application and return to the addressee postmarked no later than the advertised position closing date. It is highly recommended that applicant submit a resume that fully addresses his or her knowledge, skills, and abilities which may prove to be beneficial if selected for the position of Assistant Veterans Service Officer. Applicants submitting incomplete or late applications will not be considered. Qualified applicants selected for interviews will be notified of when and where to report at a later date.

***Recognized Wartime Periods:**

World War II -	December 7, 1941 to December 31, 1946.
Korean Conflict -	June 27, 1950 to January 31, 1955.
Vietnam Era -	August 5, 1964 to May 7, 1975.
Persian Gulf War -	August 2, 1990 through - A date to be established.

STATE OF ALABAMA
DEPARTMENT OF VETERANS AFFAIRS
VETERANS SERVICE OFFICER
APPLICATION FOR EMPLOYMENT

Date _____

"AN EQUAL OPPORTUNITY EMPLOYER"

A. Applying for Veterans Service Officer position in: _____ County.

B. Full name _____ Soc. Sec. # _____
 First Middle Last

Current Address _____
 Street or Route City State Zip Code
Legal Telephone # Home _____
Residence _____ Work _____
 County State

THE FOLLOWING IS REQUIRED FOR GOVERNMENTAL REPORTING AND RECORDKEEPING PURPOSES:

SEX (Check One) **RACE** (Check One)
1 Male 1 White 3 Hispanic 5 American Indian/Alaskan Native
2 Female 2 Black 4 Asian/Pacific Islander 6 Other

I am a registered voter in _____ County.

Do you have previous service with the State of Alabama? () Yes () No If **Yes**, TRS () ERS () Last Department/ Agency employed by and date of employment _____

I. If you need special aids and/or services in order to accommodate a disability or health problem, (e.g., interpreters or reading devices), please indicate these requirements in the space below:

Have you ever been involuntarily terminated, discharged, forced or asked to resign, from any job or employment?
() Yes () No If you answered **Yes** to the above question, attach an explanation on a separate sheet noting any mitigating or extenuating circumstances.

NOTE: A CRIMINAL CONVICTION WILL NOT NECESSARILY BE A BAR TO CONSIDERATION FOR EMPLOYMENT. THE DISCLOSURE OF A MISDEMEANOR CONVICTION WILL NOT AUTOMATICALLY RESULT IN DISQUALIFICATION. CRIMINAL HISTORIES MAY BE SUBMITTED TO THE ALABAMA BUREAU OF INVESTIGATION FOR VERIFICATION. FAILURE TO DISCLOSE A CONVICTION MAY BE CONSIDERED AS GROUNDS FOR DISQUALIFICATION. FOR THESE REASONS, APPLICANTS SHOULD BE CAREFUL TO DISCLOSE **ALL** CRIMINAL CONVICTIONS IN THE SPACE BELOW:

II. Have you even been convicted of a misdemeanor or criminal offense? () Yes () No

If you answered **Yes** to the above question, list in the space below all prior misdemeanor and felony convictions and any extenuating or mitigating circumstances regarding such convictions. If necessary, you may use a separate sheet or sheets and attach to application.

C. **EDUCATION:**
Highest grade completed: _____ Number of years college completed: _____

Special training: _____

Special skills relating to job sought: _____

D. U. S. MILITARY SERVICE:

Branch of Service: _____ Were all discharges under honorable conditions? () Yes () No

List all dates of active duty:

FROM

TO

_____	_____
_____	_____
_____	_____

E. List the name, address, and telephone numbers of 3 personal references other than your present employer:

Name	Address	Telephone Number

F. Work History - This section must be completed regardless of whether or not a resume' is attached. (List last 3 employers, beginning with most recent):

	<u>From</u>	<u>To</u>	<u>Ending Rate of Pay</u>	<u>Reason for Leaving</u>
1. <u>Current Employer</u>				
a. _____				
b. Address and Phone No. _____				
c. Supervisor _____ Phone # _____				
2. <u>Previous Employer</u>				
a. _____				
b. Address and Phone No. _____				
c. Supervisor _____ Phone # _____				
3. <u>Previous Employer</u>				
a. _____				
b. Address and Phone No. _____				
c. Supervisor _____ Phone # _____				

G. **NOTE:** All applicants for employment with the Alabama Department of Veterans Affairs are required to submit with the application for employment a photo static copy of all DD Form 214s for each period of service. Possible sources to obtain copies of DD Form 214s are: (1) County Probate Judge's Office (if recorded there); (2) VA Regional Office, Montgomery, Phone 1-800-827-1000; or (3) State Archives and History Department, Military Records Section, Phone (334) 242-4435.

H. **IMPORTANT:** All applicants are required to sign the attached consent of release of information form, have it notarized and attach to the application being submitted for consideration of employment.

I. I understand that any false, or misleading information furnished by me on this application form or in connection with my application for employment may result in rejection of the application.

Signature of Applicant

Return completed application and Resume' to:

Commissioner, Alabama Department of Veterans Affairs
P. O. Box 1509
Montgomery, AL 36102-1509

TO WHOM IT MAY CONCERN:

I, _____, do hereby agree to the release of any and all information, whether privileged or not, pertaining to me by any person to whom this authorization may be presented, in consideration of the fact that all such obtained information shall be held confidential and used only to further my application for employment with the Alabama Department of Veterans Affairs. I further agree that a photo static copy of this authorization shall have the same effect as the original.

Signature

Subscribed before me this _____ day of _____, _____.

Notary Public

My commission expires: _____