

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

Basic Eligibility Requirements: Veteran Service Officers **must be** residents and qualified voters in the State of Alabama and **must have been honorably discharged** after serving at least 60 days on active duty in the armed forces of the United States. Applicants who do not meet these minimum standards may still be considered if they will meet them prior to employment.

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

1. Effectively meet with and communicate with other Veterans, the public, and federal, state and local officials.
2. Furnish information and data through District Managers 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.
3. 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.
4. Review legal and other 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.
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 Veterans benefits.
6. Seek out and advise Veterans of their rights and benefits under all local, state, and federal laws.

How to Apply: Applicants **must** thoroughly complete the attached application and return to the address postmarked no later than the advertised position vacancy closing date. Applicants **must provide** a copy of their DD Form 214 for every period of active service which shows the character of separation and duration of service. It is highly recommended that applicants submit a resume that fully addresses the skills required for the duties outlined above. Incomplete, or late submissions will not be considered. Qualified applicants selected for interviews will be notified of when and where to report.

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):

	From	To	Ending Rate of Pay	Reason for Leaving
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. 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**