

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

Basic Eligibility Requirements: Assistant 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 an Assistant Veterans Service Officer to:

1. Effectively meet with and communicate with other Veterans, the public, and federal, state and local officials.
2. Interview and advise Veterans and/or their eligible dependents of all rights and benefits legally conferred by federal, state, or county agencies regarding compensation, rehabilitation, insurance pension, education, medical care, and other applicable rights and benefits.
3. Provide clerical assistance, information, and referral services to veterans and/or their eligible dependents, assists in the preparation of benefit forms and documentation, and upon completion, forwards them to the appropriate federal, state, or county authorities.
4. Correspond with federal, state, and local agencies as well as Veterans and/or their eligible dependents in regard to claims or Veterans benefits.
5. Obtain affidavits, discharges, birth certificates, death certificates, medical reports, and other types of evidence in support of claimant's application for benefits.
6. Refer difficult cases to the Veterans Service Officer and assists him/her in the preparation and completion of appeals. If applicable, assist with the training of other office personnel (AVSO and ASA). In the absence of the VSO, supervise and review the work of other staff members.
7. Comply with department policies and procedures for conducting the mission of the Alabama Department of Veterans Affairs.

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 service 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
ASSISTANT VETERANS SERVICE OFFICER
APPLICATION FOR EMPLOYMENT

Date _____

"AN EQUAL OPPORTUNITY EMPLOYER"

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

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

Current Address _____
 Street or Route City State Zip Code

Legal Residence _____ Telephone # Home _____
 County State Work _____

THE FOLLOWING IS REQUIRED FOR GOVERNMENTAL REPORTING AND RECORDKEEPING PURPOSES:

SEX (Check One)	RACE (Check One)		
1 <input type="checkbox"/> Male	1 <input type="checkbox"/> White	3 <input type="checkbox"/> Hispanic	5 <input type="checkbox"/> American Indian/Alaskan Native
2 <input type="checkbox"/> Female	2 <input type="checkbox"/> Black	4 <input type="checkbox"/> Asian/Pacific Islander	6 <input type="checkbox"/> 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: _____

