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

<u>Basic Eligibility Requirements:</u> Assistant Veteran Service Officers <u>must be</u> residents and qualified voters in the State of Alabama and <u>must have been honorably discharged</u> 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.

<u>Duties:</u> 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

•	Applying for Assistant Vo		_				
	Full name	Middle	Last	Soc. Sec. #			
	G						
	Str Legal	eet or Route	Te	City lephone # Home Work	State	Zip Code	
	THE FOLLOWING IS			L REPORTING AND	RECORDKE	EPING PURPOS	ES:
	SEX (Check One) 1 Male 2 Female	1 White	e) 3 Hispanic 4 Asian/Pacific Islande	5 American Indian/Al	askan Native		
	I am a registered voter in			County.			
	Do you have previous ser employed by and date of	vice with the State of employment	of Alabama? () Yes	() No If Yes, TRS () ERS() L	Last Department/ A	agency
	If you need special aids a			disability or health pro	olem, (e.g., inte	erpreters or readin	g devices),
		irements in the spac					-
	Have you ever been invol ()Yes () No 1 extenuating circumstance NOTE: A CRIMINAL OF CRIMINAL HISTORIES	luntarily terminated, If you answered Yes s. CONVICTION WIL A MISDEMEANO S MAY BE SUBMI	discharged, forced on the above question of the above question of the conviction with the conviction with the conviction of the conviction	r asked to resign, from a on, attach an explanation. RILY BE A BAR TO ILL NOT AUTOMATION. ABAMA BUREAU O	any job or emplen on a separate CONSIDERA CALLY RESU F INVESTIGA	e sheet noting any ATION FOR EMI ULT IN DISQUAL ATION FOR VER	PLOYMEN' IFICATIO IFICATIO
	Have you ever been invol ()Yes () No l extenuating circumstance NOTE: A CRIMINAL OF	luntarily terminated, If you answered Yes s. CONVICTION WII A MISDEMEANO S MAY BE SUBMI SE A CONVICTION	discharged, forced on the above questing to the above questing the second of the secon	r asked to resign, from a con, attach an explanation. RILY BE A BAR TO ILL NOT AUTOMATIONAL BAMA BUREAU OF COUNDS	considerate CONSIDERA CALLY RESU F INVESTIGA 5 FOR DISQU	ation for EMI TION FOR EMI TION FOR VER ALIFICATION.	PLOYMEN' IFICATIOI IFICATIOI FOR THES
	Have you ever been invol ()Yes () No 1 extenuating circumstance NOTE: A CRIMINAL OF THE DISCLOSURE OF CRIMINAL HISTORIES FAILURE TO DISCLOSURE	luntarily terminated, If you answered Ye ses. CONVICTION WII A MISDEMEANOR S MAY BE SUBMI SE A CONVICTION TS SHOULD BE CA	discharged, forced on the above question of the above question of the conviction with the conviction of the conviction o	r asked to resign, from a con, attach an explanation RILY BE A BAR TO ILL NOT AUTOMATION ABAMA BUREAU OF CERED AS GROUNDS OSE ALL CRIMINAL	ny job or emplor on a separate CONSIDERA CALLY RESU F INVESTIGA S FOR DISQU CONVICTION	ation for EMI TION FOR EMI TION FOR VER ALIFICATION.	PLOYMEN' IFICATIOI IFICATIOI FOR THES
I.	Have you ever been invol ()Yes () No () extenuating circumstance NOTE: A CRIMINAL OF CRIMINAL HISTORIES FAILURE TO DISCLOS REASONS, APPLICANT Have you even been conv If you answered Yes to the mitigating circumstances	luntarily terminated, If you answered Yeses. CONVICTION WILL A MISDEMEANOR S MAY BE SUBMIT SE A CONVICTION TO SHOULD BE CA	discharged, forced on the above questing to the above questing to the above questing the conviction with the conviction of the allowing the constitution of the conviction of	r asked to resign, from a con, attach an explanation RILY BE A BAR TO ILL NOT AUTOMATION ABAMA BUREAU OF CORED AS GROUNDS OSE ALL CRIMINAL case? () Yes () Not all prior misdemeanor by, you may use a separation, and asked to residue to the control of the contr	any job or emple on a separate CONSIDERA CALLY RESUF INVESTIGAS FOR DISQUECONVICTION o	ATION FOR EMINATION FOR EMINATION FOR VERMALIFICATION. NS IN THE SPACE OF THE SPAC	PLOYMEN' IFICATION IFICATION FOR THESE E BELOW:
	Have you ever been invol ()Yes () No () extenuating circumstance NOTE: A CRIMINAL OF CRIMINAL HISTORIES FAILURE TO DISCLOS REASONS, APPLICANT Have you even been conv If you answered Yes to the mitigating circumstances	luntarily terminated, If you answered Yeses. CONVICTION WILL A MISDEMEANOR S MAY BE SUBMIT SE A CONVICTION TO SHOULD BE CA	discharged, forced on the above question of the above question of the all of	r asked to resign, from a con, attach an explanation RILY BE A BAR TO ILL NOT AUTOMATION ABAMA BUREAU OF CORED AS GROUNDS OSE ALL CRIMINAL case? () Yes () Not all prior misdemeanor by, you may use a separation, and asked to residue to the control of the contr	any job or emple on a separate CONSIDERA CALLY RESUF INVESTIGAS FOR DISQUECONVICTION o	ATION FOR EMINATION FOR EMINATION FOR VERMALIFICATION. NS IN THE SPACE OF THE SPAC	PLOYMEN' IFICATION IFICATION FOR THESE E BELOW:
	Have you ever been invol ()Yes () No () extenuating circumstance NOTE: A CRIMINAL OF CRIMINAL HISTORIES FAILURE TO DISCLOS REASONS, APPLICANT Have you even been conv If you answered Yes to the mitigating circumstances	luntarily terminated, If you answered Yeses. CONVICTION WILL A MISDEMEANORS MAY BE SUBMISE A CONVICTION TO SHOULD BE CAvicted of a misdemeating above question, lift regarding such controls.	discharged, forced on the above question of the above question of the AI of	r asked to resign, from a con, attach an explanation RILY BE A BAR TO ILL NOT AUTOMATION ABAMA BUREAU OF THE CRIMINAL CR	consider and consider and felony consider and	ATION FOR EMI JULT IN DISQUAL ATION FOR VER ALIFICATION. NS IN THE SPAC	PLOYMEN' IFICATION IFICATION FOR THESE E BELOW: extenuating o application

U. S. MILITARY SERVICE:								
Branch of Service:	Were all discl	_ Were all discharges under honorable conditions? () Yes () No						
List all dates of active duty:								
FROM	TO							
Name	ers of 3 personal reference Address	ersonal references other than your present employer:						
Work History - This section must be comple with most recent): 1. <u>Current Employer</u>	From	То	sume' is attached. Ending Rate of Pay	(List last 3 employers, be Reason for Leaving	ginning			
ab. Address and Phone Noc. Supervisor					_			
2. <u>Previous Employer</u> a.	<u>From</u>	<u>To</u>	Ending Rate of Pay		_			
b. Address and Phone No.					_			
c. Supervisor 3. Previous Employer a	Phone # From	<u>To</u>	Ending Rate of Pay	Reason for <u>Leaving</u>				
b. Address and Phone No								
c. Supervisor	Phone #							
NOTE: All applicants for employment with the Alabama Department of Veterans Affairs are <u>required</u> to submit with the application for employment a photo static copy of all DD Forms 214s for each period of service. Possible sources to obtain copies of DD F 214s are: (1) County Probate Judge's Office (if recorded there); (2) VA Regional Office, Montgomery, Phone 1-800-827-1000; or State Archives and History Department, Military Records Section, Phone (334) 242-4435.								
I understand that any false, or misleadin application for employment may result in rej			on this application	on form or in connection	n with			

Return completed application and Resume' to:

Commissioner, Alabama Department of Veterans Affairs
P. O. Box 1509

Signature of Applicant

Montgomery, AL 36102-1509