

STATE OF ALABAMA
DEPARTMENT OF VETERANS AFFAIRS
CLAIMS AUDITOR/ANALYST
APPLICATION FOR EMPLOYMENT

Date _____

"AN EQUAL OPPORTUNITY EMPLOYER"

A. Applying for Claims Auditor/Analyst position in Montgomery
County. _____

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

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)

1| ☐ Male
2| ☐ Female

RACE (Check One)

1| ☐ White 3| ☐ Hispanic 5| ☐ American Indian/Alaskan Native
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**

THE ALABAMA DEPARTMENT OF VETERANS AFFAIRS, an equal opportunity employer, announces recruitment for a Veterans Claims Auditor/Analyst.

Knowledge and Experience:

A Veterans Claims Auditor/Analyst is a person, qualified through education, training, and/or work experience to perform the review, evaluation, rejection, and/or submission of claims for benefits from Alabama Department of Veterans Affairs (ADVA) field offices to the U.S. Department of Veterans Affairs (USDVA). This task involves the review of all submissions, the identification of critical errors, and the initiation of corrective actions by the submitting field office or by the reviewer themselves. This task requires thorough knowledge of the USDVA claim process and the requirements for supporting evidentiary details and documentation.

Mandatory eligibility requirements:

- **Must have been honorably discharged** and served at least 60 days on active duty in the armed forces of the United States.
- Bachelors Degree or four years of equivalent work experience.
- Office management experience.
- Proficient in MS Windows 10 and Office 365 Suite.

Must be able to successfully complete a National Agency Check with Inquiries (NAC-I) and fingerprints to obtain a required Personal Identity Verification (PIV) card issued by the US Department of Veterans Affairs. This condition of employment may not be waived. Failure to obtain a PIV card will result in immediate termination of employment.

Applications must be submitted by the posted deadline.

ATTENTION APPLICANTS – If you are not a veteran who served at least 60 days on active duty in the armed forces of the United States you cannot be considered for this position. Applicants **must provide** a copy of their DD Form 214 for every period of active service which shows character of service and duration of service.

Note - Moving expenses are at the applicants personal expense.