



Identify your application basis by checking one of the boxes below.

Note: * indicates required details. Each 'application basis' requires distinct sections are completed.

Application Basis:	Self - Veteran	Self - Active Military	Spouse - of deceased veteran	Spouse - of 100% disabled veteran
Complete Sections:	1, 2 and 4	1, 2, 4 and CalHR1094	1, 2 and 4	1, 2, 3 and 4

Applying for the Provisional Transitional Waiver? Complete this form and include a completed CalHR 1094.

Updating Veteran's Preference status based on discharge (i.e. received PTW). Complete this form and include DD214.

1. Applicant Information*

Name* (First, Middle Initial, Last) Date of Birth* Social Security # *

Street Address* City* State* ZIP Code*

CalCareer ID # (Optional) Telephone Number* E-Mail Address*

Input fields for CalCareer ID #, Telephone Number, and E-Mail Address.

2. Veteran's Information*

Name of Veteran* (First, Middle Initial, Last) Date of Birth* Social Security # *

Input fields for Name of Veteran, Date of Birth, and Social Security #.

Service Summary

Branch of Service*	Entry Date*	Separation Date*	Character of Service*

3. Disability Preference

Disability Percentage VA Claim Number US VA Regional Office where your disability claim is filed

Input fields for Disability Percentage, VA Claim Number, and US VA Regional Office.

4. Certification and Signature

Documents Attached

- Member 4 Copy of DD-214
- CalHR 1094
- Marriage Certificate
- Spouse's Death Certificate
- Disability Award Letter

Documents Required for Application Basis

- Veteran, Spouse of Deceased Veteran, or Spouse of 100% Disabled Veteran
- Active Military
- Spouse of Deceased Veteran, or Spouse of 100% Disabled Veteran
- Spouse of Deceased Veteran
- Spouse of 100% Disabled Veteran

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that providing false information will result in my disqualification to participate in the Veteran's Preference Program.

Signature*

Date*

INSTRUCTIONS

Step 1: Select your Application Basis notated by the check box.

Step 2: Complete sections listed under your "Application Basis"

<u>Application Basis</u>	<u>Sections Required*</u>
Self-Veteran	1, 2, and 4.
Self-Active Military	1, 2, and 4.
Spouse- of deceased veteran	1, 2, and 4.
Spouse- of 100% disabled veteran	1, 2, 3, and 4.

Step 3: Check the boxes next to the Documents you are attaching according to your Application Basis.

<u>Application Basis</u>	<u>Documents Required*</u>
Self-Veteran	Member 4 Copy of DD-214
Self-Active Military	CalHR 1094
Spouse- of deceased veteran	Member 4 Copy of DD-214 + Marriage Certificate + Spouse Death Certificate
Spouse- of 100% disabled veteran	Member 4 Copy of DD-214 + Marriage Certificate + US Dept VA Disability Award Letter substantiating 100% disablement.

Please include Official Name Change Documents: if Name on supporting documents differs.

Step 4: Provide a wet signature (ink-on-paper) OR Secure Digital Signature and Date.

Step 5: Submit CalHR 1093 **and** all required documents for Application Basis to:

California Department of Human Resources
Attn: Selection Division
1515 "S" St., North Building, Suite 500
Sacramento, CA 95811

Provisional Transitional VP may be available for select active service members within **six months of separation from active service.

OVERVIEW

Effective January 1, 2014, Government Code (GC), section 18973.1 provides for Veterans' Preference (VP) to qualifying Veterans who are successful in an examination. In accordance with GC section 18973.1, all individuals who achieve a passing score on an entrance examination shall be certified in rank 1 of the eligibility list, regardless of score.

If you are currently on an open eligibility list, you may need to provide a copy of your approval letter to the testing office that administered your examination. If your current eligibility record does not reflect VP or your VP is not listed in your CalCareer account, contact the testing department.

Individuals who received VP are not eligible for Career Credits pursuant to sections 18950.1, 18951, and 18951.5.

ELIGIBILITY REQUIREMENTS

Competitors in state civil service entrance examinations* are entitled to have VP applied to their eligibility upon achieving a passing score in the overall examination, if the following criteria are met:

- (1) Have never achieved permanent civil service status; AND
- (2) Have served in the U.S. Armed Forces as defined in Government Code Section 18540; AND
- (3) Qualify as veterans**,

Any member of the armed forces who takes an open entrance examination while still on active duty and achieves a place on an eligible list may have VP applied, if qualification for such preference is active within twelve (12) months of eligibility being established.

*Open entrance examinations are state civil service examinations given in either open or open non promotional basis.

DEFINITIONS

Title 38 of U.S. Code § 101(2) provides the definition of "veteran" as a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

"100 percent disabled veteran" means any veteran as defined above who is currently declared by the United States Department of Veterans Affairs to be 100 percent disabled as a result of his or her service.

"Permanent civil service status" is the status of an employee who is lawfully retained after completion of the probationary period. This includes permanent intermittent, part-time, and full-time appointments.

Questions? Please call (866) 844-8671.

ATTENTION: Veteran Applications that are not signed, redact information, or do not have the correct supporting documents will be mailed back to sender which will delay processing time.

PRIVACY NOTICE

This notice is provided pursuant to the Information Practices Act of 1977. The California Department of Human Resources (CalHR), Selection Division, and the Veterans' Preference Administrator are requesting the information specified on this form pursuant to Government Code Sections 1151, 1153, Section 6011 and 6051 of the Internal Revenue Code, and Regulation 4, Section 404.1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act.

The information collected will be used for administering Veterans' Preference benefits and will be disclosed to the Selection Division administrator(s). Individuals should not provide personal information that is not requested or required.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, CalHR will not be able to process your request for Veterans' Preference benefits.

Department Privacy Policy

The information collected by CalHR is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our Privacy Policy on CalHR's website (CalHR.ca.gov).

Access to Your Information

Information provided on this form will be maintained in confidential files of CalHR for five years. Individuals have the right of access to copies of this form on request. Send requests to:

CalHR Privacy Officer
1515 S Street, North Building, Suite 500
Sacramento, California 95811-7258
916-324-0455
CalHRPrivacy@CalHR.ca.gov