

Information About Claiming Veterans Preference for the City of Lakeville

The City of Lakeville awards veterans preference points to qualified veterans and spouses of deceased or disabled veterans in accordance with Minnesota State statutes 197.447.

These points are added to an applicant's passing exam score, provided that the applicant has: (1) made a request to Human Resources (HR) to claim veterans preference for a particular job posting/recruitment process, (2) submitted the necessary documents in order to establish eligibility and HR has verified eligibility, and (3) has achieved a passing exam score prior to the addition of veterans preference points.

Following is the process for claiming veterans preference:

1. In the Agency-Wide Questions part of the application process, every applicant is asked whether they wish to claim veterans preference and what status they are claiming (veteran, disabled veteran, spouse of deceased or disabled veteran). To claim veterans preference, the applicant must check the button "YES" for this question.
2. Applicants must provide a legible copy of their DD214 discharge form that shows both years of service and type of discharge. Applicants can mail, hand deliver, email or fax (952-985-4491) the form to City of Lakeville HR (20195 Holyoke Ave., Lakeville MN 55044). This document should be provided as soon as possible and will be maintained in a confidential status (not available to anyone outside of HR).
3. Applicants who want to claim disabled veteran status must ALSO supply a legible copy of form FL-802 or equivalent letter from the Veterans Administration documenting compensable disability status. NOTE: Your documentation must be dated within the 12 month period prior to the date you are claiming veterans preference. HR will convert the document to an electronic image and attach this to your applicant profile. This document will be maintained in a confidential status.
4. Applicants who want to claim veterans preference as a spouse of a disabled veteran must ALSO supply a legible copy of their marriage certificate, and copy of form FL-802 or equivalent letter from the Veterans Administration documenting compensable disability status. NOTE: Verification of disabled veteran status must be dated within the 12 month period prior to the date you are claiming veterans preference. HR will convert the document to an electronic image and attach this to your applicant profile. This document will be maintained in a confidential status.

5. Applicants who want to claim veterans preference as a spouse of a deceased veteran must ALSO supply a legible copy of their marriage certificate, and a legible copy of the veteran's death certificate. HR will convert the document to an electronic image and attach this to your applicant profile. This document will be maintained in a confidential status.

6. For assistance in obtaining a copy of your DD214, contact the Minnesota Department of Veterans Affairs at (651) 296-2562.