

September 7, 2017

Applicant's name

Address

Address

Dear Applicant,

Thank you for applying for the position of \_\_\_\_\_. Your application was reviewed under North Dakota Veterans preference laws as outlined in the North Dakota Century Code (NDCC) 37-19.1. Unfortunately you were not chosen to fill this position.

All qualified application packets were scored on a 100 point scale. After the packets were scored an additional 5, 10 points were added to your score for veterans' preference, disabled veterans preference. We interviewed the top 5 (pre-determined number of interviews) candidates. The interview questions/answers were scored by 3 interviewers and the top scorer was offered the position.

NDCC 37-19.1-04 provides: If a veteran, or a qualified veteran's spouse, hereafter known as the applicant, is not given the preference provided in section 37-19.1-02 or 37-19.1-03 the applicant, after notification by certified mail that employment has been refused, may request a hearing as provided in subsection 3. The request for a hearing must be in writing, must include a copy of the employer's notification that employment has been refused, and must be mailed to the commissioner of veterans' affairs **by certified mail** within **fifteen calendar days** after the receipt of this letter.

Commissioner of Veterans' Affairs  
4201 38<sup>th</sup> Street SW #104  
Fargo ND 58104

The applicant must mail a copy of the request for an appeal hearing to the employer or employing agency **by certified mail** within **fifteen calendar days** after the receipt of this letter.

Employer's name  
Address  
Address

This notification was sent to you by certified mail in accordance with NDCC 37-19.1-04.

Please contact our office if you have questions about your application.

Sincerely,

Name  
HR director