

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. 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. You signed an agreement to conduct a background check. Your back ground check showed_____ which disqualifies you for this position in accordance with the policies of our applicant guidebook.

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 38th 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