

September 7, 2017

Applicants Name  
Address  
Address

Dear Applicant,

Thank you for applying for the position of Administrative Assistant I. Your application was reviewed under North Dakota Veterans preference laws as outlined in North Dakota Century Code (NDCC) 37-19.1

The information in your application and attached documents were screened for the minimum qualifications criteria as stated in the position advertisement. Your application packet did not prove you had the minimum qualification of *2 years education or related experience*.

NDCC 37-19.1-04 provides that: 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