



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please [review the FAQ Page](#)

[CONTACT US](#)

[← Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Instructions Employer Identity Employer Address Employer Size

Please note that this form includes accompanying instructions for the Medium Employer Gold Award that explain how to fill out this form. These instructions include important information, such as definitions and rules, for determining whether an employer has met the medallion criteria. You must read the instructions for the Medium Employer Gold Award prior to completing and submitting the application.

You can view some information from the instructions while completing the application by hovering your cursor over the information icon (indicated by a lowercase letter "i" in a circle) that appears next to certain items.

OMB Burden Statement: Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Obligation to respond is required to obtain or retain benefits under the Honoring Investments in Recruiting and Employing American Military Veterans Act. The 7.75 hour public reporting burden for this collection of information, which is to apply for an award showcasing excellence in hiring and retaining veterans, includes time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection, including suggestions for reducing burden, to the U.S. Department of Labor, Veterans' Employment and Training Service, Room S-1212, 200 Constitution Avenue, NW, Washington, DC 20210.

If you need assistance please see our [FAQ page](#).

[Continue](#)



FEDERAL GOVERNMENT

LABOR DEPARTMENT

ABOUT THE SITE



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

[CONTACT US](#)

[Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

[Instructions](#) **Employer Identity** [Employer Address](#) [Employer Size](#)

Item 1: Employer Name (*Required)

Enter the exact employer name assigned the Employer Identification Number (EIN) listed in item 2.

Item 2: Enter the employer EIN ⓘ

Do not enter your SSN on this line.

Item 3: Data Universal Number System (DUNS) Number

Enter the DUNS number if one exists.

Item 4: Employer Doing Business As (DBA) Name

If the employer utilizes a DBA, enter it here.

[Back](#)

[Save & Continue](#)



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FEDERAL GOVERNMENT

[White House](#)
[Affordable Care Act](#)
[Disaster Recovery Assistance](#)
[USA.gov](#)
[Plain Writing Act](#)
[Recovery Act](#)
[No Fear Act](#)
[U.S. Office of Special Counsel](#)

LABOR DEPARTMENT

[Español](#)
[Office of Inspector General](#)
[Subscribe to the DOL Newsletter](#)
[Read The DOL Newsletter](#)
[Emergency Accountability Status Link](#)
[A to Z Index](#)

ABOUT THE SITE

[Freedom of Information Act](#)
[Privacy & Security Statement](#)
[Disclaimers](#)
[Important Web Site Notices](#)
[Plug-ins Used by DOL](#)
[RSS Feeds from DOL](#)
[Accessibility Statement](#)

Sections

- A. Employer Information**
- B. Veteran Employee Criteria
- C. Integration Assistance Criteria
- D. Labor Law Violations
- E. Review and Attestation

Questions?
If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please [review the FAQ Page.](#)

[Return to Dashboard](#) OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

- Instructions
- Employer Identity**
- Employer Address
- Employer Size

Item 1: Employer Name (*Required)

Enter the exact employer name assigned the Employer Identification Number (EIN) listed in item 2.

Item 2: Enter the employer EIN ⓘ

Do not enter your SSN on this line.

The employer must enter its EIN unless the employer uses an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705 to furnish the IRS Forms W-2 to its employees. If you are an employer that falls under one of these exceptions, you may leave this field blank. Otherwise, an EIN is required.

Item 3: Data Universal Number S

Enter the DUNS number if one exists.

Item 4: Employer Doing Business As (DBA) Name



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

[CONTACT US](#)

[< Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

[Instructions](#) **[Employer Identity](#)** [Employer Address](#) [Employer Size](#)

Item 1: Employer Name (*Required)

Employer Name is required

Enter the exact employer name assigned the Employer Identification Number (EIN) listed in item 2.

Item 2: Enter the employer EIN ⓘ

EIN must be a 9 digit number.

Do not enter your SSN on this line.

Item 3: Data Universal Number System (DUNS) Number

DUNS must be a 9 digit number.

Enter the DUNS number if one exists.

Item 4: Employer Doing Business As (DBA) Name

If the employer utilizes a DBA, enter it here.

[Back](#)

[Save & Continue](#)



FEDERAL GOVERNMENT

[White House](#)
[Affordable Care Act](#)
[Disaster Recovery Assistance](#)
[USA.gov](#)
[Plain Writing Act](#)
[Recovery Act](#)
[No Fear Act](#)
[U.S. Office of Special Counsel](#)

LABOR DEPARTMENT

[Español](#)
[Office of Inspector General](#)
[Subscribe to the DOL Newsletter](#)
[Read The DOL Newsletter](#)
[Emergency Accountability Status Link](#)
[A to Z Index](#)

ABOUT THE SITE

[Freedom of Information Act](#)
[Privacy & Security Statement](#)
[Disclaimers](#)
[Important Web Site Notices](#)
[Plug-ins Used by DOL](#)
[RSS Feeds from DOL](#)
[Accessibility Statement](#)



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

[CONTACT US](#)

[Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

[Instructions](#)

[Employer Identity](#)

Employer Address

[Employer Size](#)

Item 5: Employer Street Address (*Required)

Enter the official address (number, street, room or suite number, of the employer's principal office or place of business) for the employer listed in Item 1.

Item 6: Employer City or Town (*Required)

Enter the city or town.

Item 7: Employer State or Province (*Required) ⓘ

Enter the state or province.

Item 8: Employer Zip Code or Postal Code (*Required)

Enter the zip code or postal code.

Item 9: Country (*Required)

Select the country.

[Back](#)

[Save & Continue](#)



FEDERAL GOVERNMENT

LABOR DEPARTMENT

ABOUT THE SITE

[< Return to Dashboard](#)

OMB No. (12)
Form Expires

Information

Employee Criteria

Assistance Criteria

Violations

Attestation

Questions?

Need to find answers
for general information
about the HIRE Vets
Application, please
see the FAQ Page.

CONTACT US

2018 HIRE Vets Application

Medium Employer, Gold Medallion

[Instructions](#)

[Employer Identity](#)

Employer Address


[Employer Size](#)

Item 5: Employer Street Address (*Required)

Enter the official address (number, street, room or suite number, of the employer's principal office or place of business) for the employer listed in Item 1.

Item 6: Employer City or Town (*Required)

Enter the city or town.

Item 7: Employer State or Province (*Required) 

Enter the state or province.

Item 8: Employer Zip Code or Postal Code (*Required)

For Employers in the United States, select your State from the list provided. For all other countries and territories, first select your country from the list in Item 9 and then enter the name of your Province (or equivalent).

Item 9: Country (*Required)



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

[CONTACT US](#)

[Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

[Instructions](#) [Employer Identity](#) **[Employer Address](#)** [Employer Size](#)

Item 5: Employer Street Address (*Required)

Street Address is required

Enter the official address (number, street, room or suite number, of the employer's principal office or place of business) for the employer listed in Item 1.

Item 6: Employer City or Town (*Required)

City or Town is required

Enter the city or town.

Item 7: Employer State or Province (*Required)

State or Province is required

Enter the state or province.

Item 8: Employer Zip Code or Postal Code (*Required)

Zip Code or Postal Code is required

Enter the zip code or postal code.

Item 9: Country (*Required)

Country is required

Select the country.

[Back](#)

[Save & Continue](#)



FEDERAL GOVERNMENT

LABOR DEPARTMENT

ABOUT THE SITE



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

[CONTACT US](#)

[Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

[Instructions](#)

[Employer Identity](#)

[Employer Address](#)

[Employer Size](#)

Item 10: Employer Size: Did you have 51 to 499 employees as of December 31 of the year prior to the year in which you are submitting the application? Example, if applying for the 2019 award, you must have had 51 to 499 employees on December 31, 2018. If the answer to this question is "no" you are submitting the wrong form.

For the purposes of this item, "employees" includes both veteran and non-veteran employees, as well as permanent full-time and permanent part-time employees. "Employees" does not include temporary workers. For additional information about the definition of employee, temporary worker, and veteran please see the instructions. (*Required) ⓘ

Yes

Item 11: Medallion Level: Are you applying for the Gold level? (*Required)

Yes

[Back](#)

[Save & Continue](#)



FEDERAL GOVERNMENT

LABOR DEPARTMENT

ABOUT THE SITE

- B. Veteran Employee Criteria
 - C. Integration Assistance Criteria
 - D. Labor Law Violations
 - E. Review and Attestation
- Questions?**

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please [review the FAQ Page](#).

CONTACT US

Medium Employer, Gold Medallion

Instructions: Employer Identity Employer Address **Employer Size**

Item 10: Employer Size: Did you have 51 to 499 employees as of December 31 of the year prior to the year in which you are submitting the application? Example, if applying for the 2019 award, you must have had 51 to 499 employees on December 31, 2018. If the answer to this question is "no" you are submitting the wrong form.

For the purposes of this item, "employees" includes both veteran and non-veteran employees, as well as permanent full-time and permanent part-time employees. "Employees" does not include temporary workers. For additional information about the definition of employee, temporary worker, and veteran please see the instructions. **(*Required)** ⓘ

Yes *Employee means any individual for whom the employer furnishes an IRS Form W-2, excluding temporary workers.*

No **Item 10:** *Employer means any person, institution, organization, or other entity that pays salary or wages for work performed or that has control over employee opportunities, except for the Federal Government or any State or foreign government. For the purposes of this regulation, VETS will recognize employers based on the Employer Identification Number, as described in 26 CFR 301.7701-12, used to furnish an IRS Form W-2 to an employee. However, in the case of an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the employer shall be the common law employer, client, or customer, respectively, instead of the entity that furnishes the IRS Form W-2. Consequently, in the case where an employer uses an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the common law employer is the proper applicant for the award regardless of what EIN is on employees' IRS Forms W-2.*

Temporary Worker means any worker hired with the intention that the worker be retained for less than one year and who is actually retained for less than one year.

Veteran has the meaning given such term under 38 U.S.C. 101. VETS recognizes that most employers determine which employees are veterans according to the employee's self-identification. VETS does not expect employer-applicants to change these practices in order to guarantee that every employee who self-identifies as a veteran meets the definition of veteran at 38 U.S.C. 101.



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

[CONTACT US](#)

[← Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

[Instructions](#) [Employer Identity](#) [Employer Address](#) **[Employer Size](#)**

Item 10: Employer Size: Did you have 51 to 499 employees as of December 31 of the year prior to the year in which you are submitting the application? Example, if applying for the 2019 award, you must have had 51 to 499 employees on December 31, 2018. If the answer to this question is "no" you are submitting the wrong form.

For the purposes of this item, "employees" includes both veteran and non-veteran employees, as well as permanent full-time and permanent part-time employees. "Employees" does not include temporary workers. For additional information about the definition of employee, temporary worker, and veteran please see the instructions. **(*Required)** ⓘ

Yes

Size acknowledgement is required

Item 11: Medallion Level: Are you applying for the Gold level? **(*Required)**

Yes

Award Level acknowledgement is required

[Back](#)

[Save & Continue](#)



FEDERAL GOVERNMENT

- [White House](#)
- [Affordable Care Act](#)
- [Disaster Recovery Assistance](#)
- [USA.gov](#)
- [Plain Writing Act](#)
- [Recovery Act](#)
- [No Fear Act](#)
- [U.S. Office of Special Counsel](#)

LABOR DEPARTMENT

- [Español](#)
- [Office of Inspector General](#)
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- [Read The DOL Newsletter](#)
- [Emergency Accountability Status Link](#)
- [A to Z Index](#)

ABOUT THE SITE

- [Freedom of Information Act](#)
- [Privacy & Security Statement](#)
- [Disclaimers](#)
- [Important Web Site Notices](#)
- [Plug-ins Used by DOL](#)
- [RSS Feeds from DOL](#)
- [Accessibility Statement](#)



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please

CONTACT US

Return to Dashboard

OMB No. (1293-0015) Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the medium employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (*Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding CY was... Item 12 divided by Item 13. Item 14 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

0%

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Medium Employer Gold Award.

0%

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

0%

Back

Save & Continue



FEDERAL GOVERNMENT

- White House Affordable Care Act Disaster Recovery Assistance USA.gov Plain Writing Act Recovery Act No Fear Act U.S. Office of Special Counsel

LABOR DEPARTMENT

- Español Office of Inspector General Subscribe to the DOL Newsletter Read The DOL Newsletter Emergency Accountability Status Link A to Z Index

ABOUT THE SITE

- Freedom of Information Act Privacy & Security Statement Disclaimers Important Web Site Notices Plug-ins Used by DOL RSS Feeds from DOL Accessibility Statement



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

CONTACT US

< Return to Dashboard

OMB No. (1293-0018) Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Criteria

! Sorry, there was a problem. You will find more details highlighted below.

! An applicant must satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements.

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the medium employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (*Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding CY was... Item 12 divided by Item 13. Item 14 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award. 0%

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Medium Employer Gold Award. 0%

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award. 0%

Back

Save & Continue



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FEDERAL GOVERNMENT

- White House Affordable Care Act Disaster Recovery Assistance USA.gov Plain Writing Act Recovery Act No Fear Act U.S. Office of Special Counsel

LABOR DEPARTMENT

- Español Office of Inspector General Subscribe to the DOL Newsletter Read The DOL Newsletter Emergency Accountability Status Link A to Z Index

ABOUT THE SITE

- Freedom of Information Act Privacy & Security Statement Disclaimers Important Web Site Notices Plug-ins Used by DOL RSS Feeds from DOL Accessibility Statement



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Base.

CONTACT US

Return to Dashboard

OMB No. (1293-0018) Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the medium employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (*Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

1

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Total number of employees hired in the preceding CY is required

Item 14: The veteran hiring percentage in the preceding CY was...

Veteran hiring percentage in the preceding CY does not meet the minimum threshold for this award. Item 12 divided by Item 13. Item 14 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

0%

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Medium Employer Gold Award.

0%

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

0%

Back

Save & Continue



FEDERAL GOVERNMENT

- White House Affordable Care Act Disaster Recovery Assistance USA.gov Plain Writing Act Recovery Act No Fear Act U.S. Office of Special Counsel

LABOR DEPARTMENT

- Español Office of Inspector General Subscribe to the DOL Newsletter Read The DOL Newsletter Emergency Accountability Status Link A to Z Index

ABOUT THE SITE

- Freedom of Information Act Privacy & Security Statement Disclaimers Important Web Site Notices Plugins Used by DOL RSS Feeds from DOL Accessibility Statement



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

CONTACT US

Return to Dashboard

OIG No. (1293-0018) Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the medium employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (*Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Number of veterans hired in the preceding CY is required. Example: if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding CY was... Veteran hiring percentage in the preceding CY does not meet the minimum threshold for this award.

Item 12 divided by Item 13. Item 14 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example: if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example: if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Medium Employer Gold Award.

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example: if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Example: if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

Back

Save & Continue



FEDERAL GOVERNMENT

- White House Affordable Care Act Disaster Recovery Assistance USA.gov Plain Writing Act Recovery Act No Fear Act U.S. Office of Special Counsel

LABOR DEPARTMENT

- Español Office of Inspector General Subscribe to the DOL Newsletter Read The DOL Newsletter Emergency Accountability Status Link A to Z Index

ABOUT THE SITE

- Freedom of Information Act Privacy & Security Statement Disclaimers Important Web Site Notices Plugins Used by DOL RSS Feeds from DOL Accessibility Statement



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

CONTACT US

< Return to Dashboard

OMB No. (1293-0015) Form Expires

2019 HIRE Vets Application

Medium Employer, Gold Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the medium employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (*Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding CY was... 0 %

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months.

Number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months is required

Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... 0.00 %

Percentage of veterans retained for 12 months does not meet the minimum threshold for this award

Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Medium Employer Gold Award.

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY.

Total number of veterans employed on December 31st of the preceding CY is required

Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY.

Total number of employees (including veterans) with the employer on December 31st of the preceding CY is required

Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... 0 %

Proportion of veteran employees does not meet the minimum threshold for this award

Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

Back

Save & Continue



FEDERAL GOVERNMENT

LABOR DEPARTMENT

ABOUT THE SITE



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

CONTACT US

< Return to Dashboard

OMB No. (1293-0015) Form Expires

2019 HIRE Vets Application

Medium Employer, Gold Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the medium employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (*Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example: if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding CY was... 0% Item 12 divided by Item 13. Item 14 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Number of veterans hired in the CY preceding the preceding CY is required. Example: if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example: if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... 0% Percentage of veterans retained for 12 months does not meet the minimum threshold for this award. Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Medium Employer Gold Award.

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Total number of veterans employed on December 31st of the preceding CY is required. Example: if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Total number of employees (including veterans) with the employer on December 31st of the preceding CY is required. Example: if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... 0% Proportion of veteran employees does not meet the minimum threshold for this award. Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

Back

Save & Continue



FEDERAL GOVERNMENT

- White House Affordable Care Act Disaster Recovery Assistance USA.gov Plain Writing Act Recovery Act No Fear Act U.S. Office of Special Counsel

LABOR DEPARTMENT

- Español Office of Inspector General Subscribe to the DOL Newsletter Read The DOL Newsletter Emergency Accountability Status Link A to Z Index

ABOUT THE SITE

- Freedom of Information Act Privacy & Security Statement Disclaimers Important Web Site Notices Plug-ins Used by DOL RSS Feeds from DOL Accessibility Statement



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

CONTACT US

Return to Dashboard

OIME No. (1293-0018) Form Expires

2018 HIRE Vets Application

Medium Employer Gold Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the medium employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (*Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example: if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

19

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

1

Item 14: The veteran hiring percentage in the preceding CY was... Veteran hiring percentage in the preceding CY cannot exceed 100%. Item 12 divided by Item 13. Item 14 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

1900.00%

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example: if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example: if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Medium Employer Gold Award.

0%

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example: if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. Example: if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

0%

Back

Save & Continue



FEDERAL GOVERNMENT

- White House Affordable Care Act Disaster Recovery Assistance USA.gov Plain Writing Act Recovery Act No Fear Act U.S. Office of Special Counsel

LABOR DEPARTMENT

- Español Office of Inspector General Subscribe to the DOL Newsletter Read The DOL Newsletter Emergency Accountability Status Link A to Z Index

ABOUT THE SITE

- Freedom of Information Act Privacy & Security Statement Disclaimers Important Web Site Notices Plug-ins Used by DOL RSS Feeds from DOL Accessibility Statement



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

CONTACT US

Return to Dashboard

OMB No. (1293-0018) Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the medium employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (*Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY). Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding CY was... Item 12 divided by Item 13. Item 14 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY. Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months. Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was... Item 16 divided by Item 15. Item 17 must not be less than 75% for the applicant to qualify for the Medium Employer Gold Award.

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY. Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY. The total number of employees must be between 51 and 499 for Medium award applications. Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is... Proportion of veteran employees cannot exceed 100%. Item 18 divided by Item 19. Item 20 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

Back

Save & Continue



FEDERAL GOVERNMENT

LABOR DEPARTMENT

ABOUT THE SITE

Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

CONTACT US

< Return to Dashboard

OMB No. (1293-0015) Form Expires

2019 HIRE Vets Application

Medium Employer, Gold Medallion

Criteria

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the medium employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding calendar year (CY).

Example, if applying for the 2019 award, enter the number of veterans hired during the 2018 CY.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding CY was...

Item 12 divided by Item 13, Item 14 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

OR

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY.

Example, if applying for the 2019 award, enter the number of veterans hired during the 2017 CY.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months.

Example, if applying for the 2019 award, enter the number of veteran employees hired in 2017 who were retained for at least 12 months from the date of hire.

Item 17: The percentage of veterans retained for 12 months was...

Percentage of veterans retained for 12 Months cannot exceed 100%

Item 16 divided by Item 15, Item 17 must not be less than 75% for the applicant to qualify for the Medium Employer Gold Award.

AND

VETERAN EMPLOYEE PERCENTAGE: 7% Requirement

Item 18: Enter the total number of veterans employed on December 31st of the preceding CY.

Total number of veterans employed on December 31st of the preceding CY is required Example, if applying for the 2019 award, enter the number of veteran employees as of December 31, 2018.

Item 19: Enter the total number of employees (including veterans) with the company on December 31st of the preceding CY.

Total number of employees (including veterans) with the employer on December 31st of the preceding CY is required Example, if applying for the 2019 award, enter the total number of employees as of December 31, 2018.

Item 20: The proportion of veteran employees is...

Proportion of veteran employees does not meet the minimum threshold for this award

Item 18 divided by Item 19, Item 20 must not be less than 7% for the applicant to qualify for the Medium Employer Gold Award.

Back

Save & Continue

FEDERAL GOVERNMENT

- White House Affordable Care Act Disaster Recovery Assistance USA.gov Plain Writing Act Recovery Act No Fear Act U.S. Office of Special Counsel

LABOR DEPARTMENT

- Español Office of Inspector General Subscribe to the DOL Newsletter Read The DOL Newsletter Emergency Accountability Status Link A to Z Index

ABOUT THE SITE

- Freedom of Information Act Privacy & Security Statement Disclaimers Important Web Site Notices Plug-ins Used by DOL RSS Feeds from DOL Accessibility Statement



Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Please refer to the definitions of employee, temporary worker, and veteran in the instructions when completing Section B.

To qualify for the medium employer gold award, the employer must fill out and satisfy either the hiring requirement OR the retention AND veteran employee percentage requirements. (*Required)

HIRING: 7% Requirement

Item 12: Enter the number of veterans hired in the preceding CY.
Example, if applying for the 2019 award, enter the number of veterans hired in 2018.

Item 13: Enter the total number of employees (including veterans) hired in the preceding CY.

Item 14: The veteran hiring percentage in the preceding CY.
Item 12 divided by Item 13. Item 14 must not be less than 7% for the Medium Employer Gold Award.

RETENTION: 75% Requirement

Item 15: Enter the number of veterans hired in the CY preceding the preceding CY.
Example, if applying for the 2019 award, enter the number of veterans hired in 2017.

Item 16: Enter the number of veterans hired in the CY preceding the preceding CY who

Employee means any individual for whom the employer furnishes an IRS Form W-2, excluding temporary workers.

Employer means any person, institution, organization, or other entity that pays salary or wages for work performed or that has control over employee opportunities, except for the Federal Government or any State or foreign government. For the purposes of this regulation, VETS will recognize employers based on the Employer Identification Number, as described in 26 CFR 301.7701-12, used to furnish an IRS Form W-2 to an employee. However, in the case of an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the employer shall be the common law employer, client, or customer, respectively, instead of the entity that furnishes the IRS Form W-2. Consequently, in the case where an employer uses an agent designated pursuant to 26 CFR 31.3504-1, a payor designated pursuant to 26 CFR 31.3504-2, or a Certified Professional Employer Organization recognized pursuant to 26 U.S.C. 7705, the common law employer is the proper applicant for the award regardless of what EIN is on employees' IRS Forms W-2.

Temporary Worker means any worker hired with the intention that the worker be retained for less than one year and who is actually retained for less than one year.

Veteran has the meaning given such term under 38 U.S.C. 101. VETS recognizes that most employers determine which employees are veterans according to the employee's self-identification. VETS does not expect employer-applicants to change these practices in order to guarantee that every employee who self-identifies as a veteran meets the definition of veteran at 38 U.S.C. 101.

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

CONTACT US



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

CONTACT US

< Return to Dashboard

OMB No. (1293-0015) Form Expires

2019 HIRE Vets Application

Medium Employer, Gold Medallion

Employer Programs Community

In order to qualify for the Medium Employer Gold Award, an applicant must satisfy only ONE of the following two criteria (Item 21 or 22). Only fill out either item 21 or 22.

Item 21: Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring. See Item 21 in the instructions for additional guidance about employee veteran organization or resource group criterion requirements.

Text input area for Item 21

(1,000 character limit)

OR

Item 22: Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment. See Item 22 in the instructions for additional guidance about leadership program criterion requirements.

Text input area for Item 22

(1,000 character limit)

Back

Save & Continue



FEDERAL GOVERNMENT

- White House Affordable Care Act Disaster Recovery Assistance USA.gov Plain Writing Act Recovery Act No Fear Act U.S. Office of Special Counsel

LABOR DEPARTMENT

- Español Office of Inspector General Subscribe to the DOL Newsletter Read The DOL Newsletter Emergency Accountability Status Link A to Z Index

ABOUT THE SITE

- Freedom of Information Act Privacy & Security Statement Disclaimers Important Web Site Notices Plug-ins Used by DOL RSS Feeds from DOL Accessibility Statement



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

CONTACT US

< Return to Dashboard

OMB No. (1293-0015) Form Expires

2019 HIRE Vets Application

Medium Employer, Gold Medallion

Employer Programs Community

Sorry, there was a problem. You will find more details highlighted below.

An applicant must satisfy ONE of the following two criteria: Item 21 or Item 22

In order to qualify for the Medium Employer Gold Award, an applicant must satisfy only ONE of the following two criteria (Item 21 or 22). Only fill out either item 21 or 22.

Item 21: Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring. See Item 21 in the instructions for additional guidance about employee veteran organization or resource group criterion requirements.

Text input field for Item 21 description

(1,000 character limit)

OR

Item 22: Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment. See Item 22 in the instructions for additional guidance about leadership program criterion requirements.

Text input field for Item 22 description

(1,000 character limit)

Back

Save & Continue



FEDERAL GOVERNMENT

- White House Affordable Care Act Disaster Recovery Assistance USA.gov Plain Writing Act Recovery Act No Fear Act U.S. Office of Special Counsel

LABOR DEPARTMENT

- Español Office of Inspector General Subscribe to the DOL Newsletter Read The DOL Newsletter Emergency Accountability Status Link A to Z Index

ABOUT THE SITE

- Freedom of Information Act Privacy & Security Statement Disclaimers Important Web Site Notices Plug-ins Used by DOL RSS Feeds from DOL Accessibility Statement

Sections

- A. Employer Information
- B. Veteran Employee Criteria
- C. Integration Assistance Criteria**
- D. Labor Law Violations
- E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please [review the FAQ Page](#)
CONTACT US

[Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Employer Programs Community

In order to qualify for the Medium Employer Gold Award, an applicant must satisfy only ONE of the following two criteria (Item 21 or 22). Only fill out either item 21 or 22.

Item 21: Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring. See Item 21 in the instructions for additional guidance about employee veteran organization or resource group criterion requirements.

(1,000 character limit)

OR

Item 22: Briefly describe the programs you have established to enhance the leadership skills of veteran employees. See Item 22 in the instructions for additional guidance about leadership program criterion requirements.

(1,000 character limit)

To satisfy this criterion, the employer's Organization/Resource Group must:

- assist new veteran employees with integration, including coaching and mentoring;
- be a distinct organization or group (although admirable, an employer would not satisfy this criterion if the employer provided coaching and mentoring to veteran employees but did so without having established an organization or group);
- still be in existence as of December 31 of the year prior to the calendar year in which the employer applies for the award. For example, if an employer applies for an award in 2020, the organization or group must still be in existence on December 31, 2019.


Questions?

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about the HIRE Vets
Application, please
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[CONTACT US](#)

(1,000 character limit)

OR

Item 22: Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment. See Item 22 in the instructions for additional guidance about leadership program criterion requirements. 

(1,000 character limit)

To satisfy this criterion, the employer's Leadership Program must:

- enhance the leadership skills of veteran employees during their employment.
- still be in existence as of December 31 of the year prior to the calendar year in which the employer applies for the award. For example, if an employer applies for an award in 2020, the leadership program must still be in existence on December 31, 2019.

A leadership program does not need to be exclusively for veterans so long as veteran employees may participate in the leadership program.

[Back](#)

[Save & Continue](#)





Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the [FAQ Page](#)

[CONTACT US](#)

[Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Employer Programs Community

In order to qualify for the Medium Employer Gold Award, an applicant must satisfy only ONE of the following two criteria (Item 21 or 22). Only fill out either item 21 or 22.

Item 21: Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring. See Item 21 in the instructions for additional guidance about employee veteran organization or resource group criterion requirements. [?](#)

(1,000 character limit)

OR

Item 22: Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment. See Item 22 in the instructions for additional guidance about leadership program criterion requirements. [?](#)

(1,000 character limit)

[Back](#)

[Save & Continue](#)



FEDERAL GOVERNMENT

- [White House](#)
- [Affordable Care Act](#)
- [Disaster Recovery Assistance](#)
- [USA.gov](#)
- [Plain Writing Act](#)
- [Recovery Act](#)
- [No Fear Act](#)
- [U.S. Office of Special Counsel](#)

LABOR DEPARTMENT

- [Español](#)
- [Office of Inspector General](#)
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- [Read The DOL Newsletter](#)
- [Emergency Accountability Status Link](#)
- [A to Z Index](#)

ABOUT THE SITE

- [Freedom of Information Act](#)
- [Privacy & Security Statement](#)
- [Disclaimers](#)
- [Important Web Site Notices](#)
- [Plug-ins Used by DOL](#)
- [RSS Feeds from DOL](#)
- [Accessibility Statement](#)



Sections

A. Employer Information

B. Veteran Employee Criteria

C. Integration Assistance Criteria

D. Labor Law Violations

E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

[CONTACT US](#)

[← Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Employer Programs

Community

Item 23 OPTIONAL: Briefly describe any employer efforts to support the veteran and military community that fall outside of the criteria but may serve as models of support for veterans and their families. This may include efforts such as veteran/military spouse recruitment and employment. This will not factor into whether an employer receives an award.

(1,000 character limit)

[Back](#)

[Save & Continue](#)



FEDERAL GOVERNMENT

LABOR DEPARTMENT

ABOUT THE SITE



Sections

- A. Employer Information
- B. Veteran Employee Criteria
- C. Integration Assistance Criteria
- D. Labor Law Violations**
- E. Review and Attestation

[← Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Labor Law Violations

Item 24: As further explained in Item 24 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true. **(*Required)** ⓘ

I Agree

[Back](#)

[Save & Continue](#)

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

[CONTACT US](#)



FEDERAL GOVERNMENT

- [White House](#)
- [Affordable Care Act](#)
- [Disaster Recovery Assistance](#)
- [USA.gov](#)
- [Plain Writing Act](#)
- [Recovery Act](#)
- [No Fear Act](#)
- [U.S. Office of Special Counsel](#)

LABOR DEPARTMENT

- [Español](#)
- [Office of Inspector General](#)
- [Subscribe to the DOL Newsletter](#)
- [Read The DOL Newsletter](#)
- [Emergency Accountability Status Link](#)
- [A to Z Index](#)

ABOUT THE SITE

- [Freedom of Information Act](#)
- [Privacy & Security Statement](#)
- [Disclaimers](#)
- [Important Web Site Notices](#)
- [Plug-ins Used by DOL](#)
- [RSS Feeds from DOL](#)
- [Accessibility Statement](#)



Sections

- A. Employer Information
B. Veteran Employee Criteria
C. Integration Assistance Criteria
D. Labor Law Violations
E. Review and Attestation

< Return to Dashboard

OMB No. (1293-0015)
Form Expires

2019 HIRE Vets Application

Medium Employer, Gold Medallion

Labor Law Violations

Item 24: As further explained in Item 24 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true. (*Required)

I Agree

Back

Save & Continue

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

CONTACT US



FEDERAL GOVERNMENT

- White House
Affordable Care Act
Disaster Recovery Assistance
USA.gov
Plain Writing Act
Recovery Act
No Fear Act
U.S. Office of Special Counsel

LABOR DEPARTMENT

- Español
Office of Labor-Management
Subscribe
Read The
Emergency
A to Z Index

Employers cannot receive a HIRE Vets Medallion Award if they have any of the labor law violations identified in 20 CFR § 1011.120. The applicable language at 20 CFR § 1011.120 reads as follows:

(a) Any employer with an adverse labor law decision, stipulated agreement, contract debarment, or contract termination, as defined in paragraphs (b) through (e) of this section, pursuant to either of the following labor laws, as amended, will not be eligible to receive an award:

- 1. Uniformed Services Employment and Reemployment Rights Act (USERRA);
2. Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA);

(b) For purposes of this application, an adverse labor law decision means any of the following, issued in the calendar year prior to year in which applications are solicited or the calendar year in which applications are solicited up until the issuance of the award, in which a violation of any of the laws in paragraph (a) of this section is found:

- 1. a civil or criminal judgment;
2. a final administrative merits determination of an administrative adjudicative board or commission; or
3. a decision of an administrative law judge or other administrative judge that is not appealed and that becomes the final agency action.

(c) For purposes of this application, a stipulated agreement means any agreement (including a settlement agreement, conciliation agreement, consent decree, or other similar document) to which the employer is a party, entered into in the calendar year prior to year in which applications are solicited or the calendar year in which applications are solicited up until the issuance of the award, that contains an admission that the employer violated either of the laws cited in paragraph (a) of this section.

(d) For purposes of this application, a contract debarment means any order or voluntary agreement, pursuant to the laws listed in paragraph (a) of this section, that debars the employer from receiving any future Federal contract. Employers shall be ineligible for an award for the duration of time that the contract debarment is in effect.

(e) For purposes of this application, a contract termination means any order or voluntary agreement, pursuant to the laws listed in paragraph (a) of this section, that terminates an existing Federal contract prior to its completion. Employers shall be ineligible for the award if this termination occurred in the calendar year prior to year in which applications are solicited or the calendar year in which applications are solicited up until the issuance of the award.

To receive a HIRE Vets Medallion Award, the employer must not have any violations identified in the above regulatory text during the time periods identified in the regulation.

Additionally, per 20 CFR § 1011.120(f), if VETS has credible information that a significant violation of one of the laws cited in paragraph (a) of § 1011.120 may have occurred that could lead to an employer being disqualified pursuant to any of paragraphs (b) through (e) of § 1011.120, VETS may delay issuing an award.



Sections

- A. Employer Information
- B. Veteran Employee Criteria
- C. Integration Assistance Criteria
- D. Labor Law Violations**
- E. Review and Attestation

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

[CONTACT US](#)

[← Return to Dashboard](#)

OMB No. (1293-0015)
Form Expires

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Labor Law Violations

Item 24: As further explained in Item 24 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true. **(*Required)** ⓘ

I Agree

ⓘ Labor Law Violation Agreement is required

[Back](#)

[Save & Continue](#)



FEDERAL GOVERNMENT

- [White House](#)
- [Affordable Care Act](#)
- [Disaster Recovery Assistance](#)
- [USA.gov](#)
- [Plain Writing Act](#)
- [Recovery Act](#)
- [No Fear Act](#)
- [U.S. Office of Special Counsel](#)

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- [Emergency Accountability Status Link](#)
- [A to Z Index](#)

ABOUT THE SITE

- [Freedom of Information Act](#)
- [Privacy & Security Statement](#)
- [Disclaimers](#)
- [Important Web Site Notices](#)
- [Plug-ins Used by DOL](#)
- [RSS Feeds from DOL](#)
- [Accessibility Statement](#)

Sections

- A. Employer Information
- B. Veteran Employee Criteria
- C. Integration Assistance Criteria
- D. Labor Law Violations
- E. Review and Attestation**

Questions?

If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

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[Return to Dashboard](#)

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2018 HIRE Vets Application

Medium Employer, Gold Medallion

Review and Attestation

Review

Please review the information below to ensure it is accurate.

A. Employer Information

- Item 1: Employer Name
- Item 2: Employer EIN
- Item 3: Data Universal Number System (DUNS) Number
- Item 4: Employer Doing Business As (DBA) Name
- Item 5: Employer Street Address
- Item 6: Employer City or Town
- Item 7: Employer State or Province
- Item 8: Employer Zip Code or Postal Code
- Item 9: Country
- Item 10: Employer Size
- Item 11: Medallion Level

B. Veteran Employee Criteria

- Item 12: Number of veterans hired in the preceding calendar year (CY)
- Item 13: Number of employees (including veterans) hired in the preceding CY
- Item 14: Veteran hiring percentage in the preceding year
- Item 15: Number of veterans hired in the CY preceding the preceding year
- Item 16: Number of veterans hired in the CY preceding the preceding CY who remained with the employer for at least 12 months
- Item 17: Percentage of veterans retained for 12 months
- Item 18: Number of veterans employed on December 31st of the preceding CY
- Item 19: Number of employees (including veterans) with the company on December 31st
- Item 20: Proportion of veteran employees

C. Integration Assistance Criteria

- Item 21: Briefly describe your employee veteran organization or resource group. Your employee veteran organization or resource group must assist new veteran employees with integration, including coaching and mentoring.
- Item 22: Briefly describe the programs you have established to enhance the leadership skills of veteran employees during their employment.
- Item 23: Briefly describe any employer efforts to support the veteran and military community that fall outside of the criteria but may serve as models of support for veterans and their families. This may include efforts such as veteran/military spouse recruitment and employment.

D. Labor Law Violations

- Item 24: As further explained in item 24 of the instructions, the employer has not had an adverse labor law decision, stipulated agreement, contract debarment, or contract termination pursuant to USERRA or VEVRAA. By selecting the "I Agree" button below, you certify that the above statement is true.

Attestation Information

For items 25-26, provide information for the person attesting to Item 29

Item 25: Name (*Required)

Item 26: Title (*Required)

Item 27: Contact Email Address (*Required)

Item 28: Contact Phone Number (*Required)

Item 29: Attestation (*Required)

I declare under penalty of perjury under the laws of the United States of America that:

1. I am the Chief Executive Officer or the Chief Human Relations Officer of this employer submitting this application (hereinafter the Employer), or an equivalent official (someone with equivalent responsibilities and duties, such as the owner of a small firm) of the Employer;
2. The Employer has met all necessary award criteria;
3. I have read and reviewed this application and the information contained therein is true and accurate; and
4. I understand that to knowingly furnish false information in the preparation of this form and any supplement thereto or to aid, abet, or counsel another to do so is a violation of federal law under 18 U.S.C. 1001.

Entering your name in Item 25 above and then clicking on the "I Agree" button below constitutes your signing the above attestation under penalty of perjury.

I Agree

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[Back](#)

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- White House
- Affordable Care Act
- Disaster Recovery Assistance
- USA.gov
- Plain Writing Act
- Recovery Act
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- U.S. Office of Special Counsel

LABOR DEPARTMENT

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- Office of Inspector General
- Subscribe to the DOL Newsletter
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- Emergency Accountability Status List
- A to Z Index

ABOUT THE SITE

- Freedom of Information Act
- Privacy & Security Statement
- Disclaimers
- Important Web Site Notices
- Page(s) Used by DOL
- RSS Feeds from DOL
- Accessibility Statement

Sections

- A. Employer Information
- B. Veteran Employee Criteria
- C. Integration Assistance Criteria
- D. Labor Law Violations
- E. Review and Attestation**

Questions?

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OMB No. (2905-0013)
Form E-1048

2018 HIRE Vets Application

Medium Employer, Gold Medallion

Review and Attestation

Review

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- Item 7:** Employer State or Province *Required field
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I Agree

Attestation Acknowledgement is required

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Back

Submit

FEDERAL GOVERNMENT

- White House
- Affordable Care Act
- Disaster Recovery Assistance
- USA.gov
- Plain Writing Act
- Recovery Act
- FOIA/PA Act
- U.S. Office of Special Counsel

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- Subscribe to the DCL Newsletter
- React The DOL Newsletter
- Emergency Accommodation Status Link
- A to Z Index

ABOUT THE SITE

- Freedom of Information Act
- Privacy & Security Statement
- Disclosures
- Important Web Site Notices
- Plugins Used by DOL
- RSS Feeds from DOL
- Accessibility Statement



Sections

- ✓ A. Employer Information
- ✓ B. Veteran Employee Criteria
- ✓ C. Integration Assistance Criteria
- ✓ D. Additional Forms of Integration Assistance
- ✓ E. Labor Law Violations
- ✓ F. Review and Attestation

G. Pay.gov Information

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[← Return to Dashboard](#)

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2019 HIRE Vets Application

Large Employer, Platinum Medallion

Your application has been submitted.

Your application ID number is:

#####

You will need this number to complete payment.

Please copy and paste your Application ID directly from this page to the Payment Form in Pay.gov. Upon submission of your payment to Pay.gov, you will receive an email confirmation from Pay.gov indicating that your payment has been successfully processed.

Note that it may take up to 48 hours for your payment to be reflected in the HIRE Vets Medallion Application Portal.

If you have any questions regarding this payment, please contact Randall Smith at 202-693-4745 or hirevets.payment@dol.gov

The application fee is posted at www.hirevets.gov

Use the following Pay.gov link to submit payment:

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