# Eligibility criteria grid

# PERSONAL ASSISTANT

|  |  |
| --- | --- |
| First name: Click here to enter text. | Family name(s): Click here to enter text. |

## 1.1. General **Yes No**

|  |  |  |
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| I am a national of a Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein, Norway)  **Please specify country:** |  |  |
| Click here to enter text. | |
| I am entitled to my full rights as a citizen |  |  |
| I have fulfilled any obligations imposed by applicable laws on military service |  |  |
| I have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another language of the European Union |  |  |
| I am physically fit to perform the duties linked to the post |  |  |

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| 1.2. Specific |
| 1.2.1.  I have a level of education, which corresponds to completed university studies of at least three years attested by a diploma[[1]](#footnote-1) and appropriate professional experience of at least one year. | |  |  |
| 1.2.2.  In addition to above, I have at least 3 years of relevant proven fulltime professional experience as a personal assistant to senior management. | |  |  |
| 1.2.3. I have an excellent knowledge of English language (written and spoken) | |  |  |

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| I have submitted my CV in the Europass format |  |  |

**Declaration:**

I declare in my word of honour, that the information provided above is true and complete.

If offered the position, I will declare any conflict of interest before recruitment in accordance with Article 11 and 11a of the SR and Articles 11 and 81 of the CEOS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: | Click here to enter a date. |

1. Only qualifications awarded by EU Member State authorities or European Economic Area (EEA) authorities or qualifications recognised as equivalent by the relevant authorities will be taken into consideration. If the main studies took place outside the European Union, the candidate’s qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Members States (such as a national Ministry of Education) and a document attesting so must be submitted with the application by the closing date. [↑](#footnote-ref-1)