# Eligibility criteria grid

# Administrative Assistants

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

## General

## **Yes No**

|  |  |  |
| --- | --- | --- |
| I am a national of a Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein, Norway)[[1]](#footnote-1)  **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.a) I have a level of post-secondary education attested by a diploma[[2]](#footnote-2); or | |  |  |
| 1.2.1.b) I have a level of secondary education attested by a diploma2 giving access to post-secondary education | |  |  |
| 1.2.2. In addition to the above, I have  a) **at least three years of proven fulltime professional experience** acquired after the award of the diploma when the normal duration of studies is three years. When the official duration of the post-secondary studies is less than three years, the difference in time is to be compensated by additional professional experience after the award of the diploma (on the basis of 1.2.1.a); or  b) **at least six years of proven fulltime professional experience** acquired after the award of the diploma for a level of secondary education giving access to post-secondary education (on the basis of 1.2.1.b) | |  |  |
| 1.2.3. I have an excellent knowledge of English language (written and spoken) | |  |  |

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| I have submitted my CV in 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.

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

1. Due to the withdrawal of the United Kingdom from the European Union on the 31/01/2020, candidates with UK nationality who do not hold the nationality of a Member State of the European Union or of the European Economic Area, are not eligible for calls for applications at the EBA due to the fact that they do not fulfil the requirements of Article 12 (2)(a) of the Conditions of Employment of Other Servants. [↑](#footnote-ref-1)
2. 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-2)