



Peace Corps Guinea

Cashier

PSC Application Form

Reference Number: VA-ADM-23-01

Name: _____

Email Address: _____

Telephone Number(s): _____

Please complete all sections of the application form below, as well as Attachment B and C.

Review the vacancy announcement carefully to ensure you submit all required documentation.

The file name for all application materials must include your first name and surname and the reference number for the position (e.g. Cashier VA-ADM-23-01_Application Form_Surname, First Name).

1. Qualifications Table: Please complete the two right columns in the following chart.

Minimum Required Qualifications:		
Qualification	Indicate “Yes” for Meets or “No” for Does Not Meet Qualification	Describe Briefly How You Meet the Qualification. Indicate the Organization(s) and Position Title(s) Where the Experience was Gained
Successful completion University Degree or technical diploma in accounting, finance, business, or related field.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

At least four years in progressively more complex roles in training and management, preferably with an international, cross-cultural organization or business.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
English Level IV. French Level V.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A good working knowledge of financial transactions and accounting / bookkeeping vocabulary at a level sufficient to read .	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The use of standard office technology (desktop computer, mouse, and keyboard) to complete daily tasks and long-term projects. Working knowledge of Microsoft Windows and Office programs (Outlook, Word, Excel, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Willingness to work after office hours and on weekends when required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Willingness to travel outside Conakry to conduct Cashing sessions for Peace Corps Trainees/Volunteers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Desired Qualifications:		
Qualification	Indicate “Yes” for Meets or “No” for Does Not Meet Qualification	Describe Briefly How You Meet the Qualification. Indicate the Organization(s) and Position Title(s) Where the Experience was Gained

Four or more years of experience in an office setting or similar environment.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ability to work independently, high level of honesty and integrity; courtesy, promptness and deference to customers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ability to learn and adapt quickly.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Good in presentations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Demonstrated efficacy in handling different types of requests, attention to detail and ability to maintain a well-organized office.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. By signing the application below and submitting it to Peace Corps in connection with this solicitation, you certify that you understand the following:

- This position requires a medical evaluation and clearance and I know of no impediments to my ability to receive and maintain such medical evaluation and clearance.
- This position requires a background investigation and clearance and I know of no impediments to my ability to receive and maintain such a clearance.

3. In the last ten years, have you:

- Been fired from a job?
- Quit after being told you would be fired?
- Left a job by mutual agreement following allegations of misconduct?
- Left by mutual agreement following allegation of unsatisfactory performance?
- Left a job for other reasons under unfavorable circumstances?

- Yes (if yes, please explain below)
- No

4. Have you ever been employed by an intelligence organization or otherwise engaged in or been connected with intelligence related activities?
- Yes (if yes, please explain below)
 - No

5. Have you ever served Peace Corps as a Trainee or Volunteer (including Response), or as a staff member (USDH, PSC, or FSN)?
- Yes
 - No

If yes, please complete the following:

Position Location (country): _____
Position Type (USDH, PSC, FSN, V/T): _____
Position Title: _____
Start Date: _____
End Date: _____

6. References

List names, relationship, email addresses, and telephone numbers for three professional references. At least one reference should be an immediate supervisor during the last five years.

A. Name	_____
Title/Organization	_____
Relationship to applicant	_____
Email	_____
Phone	_____
B. Name	_____
Title/Organization	_____
Relationship to applicant	_____
Email	_____
Phone	_____
C. Name	_____
Title/Organization	_____
Relationship to applicant	_____
Email	_____
Phone	_____

CERTIFICATION

By inserting my name below, I certify that, to the best of my knowledge and belief, all statements made on this form, as well as on all other documents submitted in connection with this application, are true, correct, complete, and made in good faith.

Name: _____

Date: _____