



ADMINISTRATIVE ASSISTANT APPLICATION FORM

Name _____ Nickname: _____

Current Residence Address: _____

Email address: _____ Mobile Phone #s: _____

EDUCATIONAL ATTAINMENT

Current Gross Monthly Salary:

Bachelor's Degree in:

☐ Business Management or Administration (specify)

☐ Others, specify _____

Relevant Certificate Training in Travel Reservations/Booking & Ticketing?

☐ Yes, specify

☐ None

Comments, if any: _____

PRIOR WORK EXPERIENCE	Self-rate in a scale of 1 to 10 (10 highest).	No. of Years
1. Visa Processing (assistance to new application or renewal).		
2. Travel Arrangement, local and international.		
3. Allied travel services – hotel reservations, car rental services, events logistics, land & sea travel options.		
4. Administrative work – reporting, accounting/processing of payments, customer service concerns.		
JOB KNOWLEDGE		
1. Local and International travel booking (air, sea, land)		
2. Visa application and renewal; passport processing for lost passports.		
3. Research and Data gathering - communication/reporting of issues that impact travel arrangement, processing and documentation.		
4. Thorough knowledge of the full range of travel management – itineraries, ticketing, customer service, travel updates & monitoring.		
5. Administrative – customer service, accounting/payments, reporting, filing/record keeping.		
SKILLS AND ABILITIES	Self-rate in a scale of 1 to 10 with 10 as the highest.	
1. Computer Skills#1:		
a. MS Word		
b. MS Excel Explain: How do you use MS Excel in your work?		

c. Powerpoint	
d. Outlook	
e. Adobe Acrobat (preparing templates and/or editing PDFs)	
2. Computer Skill#2: Search Engines; Online research for travel info	
3. Interpersonal skills (people and relationship management)	
4. Analytical skills (determine best value tickets, travel options & alternatives; recommend solutions; able to detect errors, and correct/rectify).	
5. Communication skills (liaising & negotiation; presentation and reporting).	
6. Language Skills – Professional Level English & Tagalog Proficiency Speaking-Reading-Writing.	
7. Attitude- highly professional, ethical, responsible, proactive, adaptable, flexible, a team player.	
8. Do you have a valid driver's license? YES NO	

I certify that, to the best of my knowledge and belief, all my statements are true, correct, complete, verifiable and made in good faith.

Signature of applicant _____ Date: _____

Upon completion, this application form together with the Application Letter and the CV should be emailed to PH-vacancy@peacecorps.gov

MS 611

Attachment A

April 2, 1984

PEACE CORPS

INTELLIGENCE BACKGROUND INFORMATION

The following information is required by Peace Corps Manual Section 611 entitled "Eligibility for Peace Corps Employment or Volunteer Service of Applicants with Intelligence Backgrounds" (See reverse side for eligibility policy).

Have you ever been employed by any intelligence organization or otherwise engaged in or been connected with intelligence related activities?

YES ☐ **NO** ☐

If yes, explain below giving dates, nature of connection, and other details.

ATTENTION

I have completed this Statement with the knowledge and understanding that all items contained herein may be subject to investigation and verification prescribed by law or regulation.

I have read the paragraph relating to eligibility for a position as an employee, expert, consultant, or personal services contractor with the Peace Corps, MS 611, Part 4, which appear on the reverse side of this form. I understand that a false answer or false information may be grounds for not employing me or for dismissing me after I have been hired, and may be punishable by fine or imprisonment (US Code, Title 18, Section 1001).

CERTIFICATION

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE

DATE (Month/Day/Year)