

Peace Corps
Cashier
PSC Application Form
Reference Number: PSC-13-2022

Name: _____

Email Address: _____

Telephone Number(s): _____

Please complete all sections the application form below. A complete application package for this position includes:

- This completed application form
- A curriculum vitae or resume
- A cover letter detailing your interest in the position

The file name for all application materials must include your first name and surname and the reference number for the position (e.g. PSC-13-2022_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. Where Relevant, Indicate the Organization(s) and Position Title(s) Where the Experience was Gained
Completion of secondary school		
At least two years’ progressively responsible experience in accounting, cashiering, bookkeeping, or related experience in a fast-paced work environment		

At least six months' administrative or customer service experience		
Strong computer skills, especially in the use of Microsoft Office Suite (PowerPoint, Excel, Outlook, and Word)		
Experience using computer-based, proprietary financial management systems		
Ability to produce quality deliverables in a timely manner, coordinate multiple projects simultaneously, work well under pressure, and meet deadlines		
Ability to meet deadlines and work independently to manage deadlines		
Knowledge of principles and practices of organization, planning, records management, and general administration		
Level III English		

Level III French		
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
Post-secondary education (<i>BAC G2, License, Master</i>) in finance, accounting, business management, or a related field.		
At least six months of work experience in an international organization or non-governmental organization similar in size to Peace Corps		
At least one year working a multicultural environment (studying in another country, working in an organization with staff from other countries, etc.)		
Working knowledge or prior experience working with United States Government financial rules and regulations		

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: _____