



## EXECUTIVE ASSISTANT

### PSC Application Form

**Reference Number: 26-002-PSC**

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

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

- This completed application form.
- Your most updated CV and cover letter in English
- Certified copy of school diplomas.
- A certified copy of your national identity card or passport.

The file name for all application materials must include your first name and surname and the reference number for the position (e.g. 26-002-PSC\_Application Form\_First Name, Last Name).

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

Minimum Required Qualifications		
Qualification	Indicate “ <b>Yes</b> ” for Meets or “ <b>No</b> ” for Does Not Meet the Qualification	<b>1. Indicate the Organization(s) and Position Title(s) Where the experience was gained</b>  <b>2. Describe How You Meet the Qualification.</b>
Bachelor’s degree (Bac +4) in fields related to business, administration, or management; or four years of equivalent work experience in lieu of degree.		
At least five years of experience in an administrative role that reports to executive management.		



Qualification	Indicate “ <b>Yes</b> ” for Meets or “ <b>No</b> ” for Does Not Meet the Qualification	<p>1. Indicate the Organization(s) and Position Title(s) Where the Experience was Gained</p> <p>2. Describe How You Meet the Qualification.</p>
At least three years of experience with an international organization.		
Previous experience working in a predominantly English Language environment (written and speaking).		
Fluent oral and written French and English. Candidates will be tested.		
Excellent Interpersonal & Communication Skills		
Solid experience with MS Office package and internet		



**2. 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

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**3. 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

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**4. 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:

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**5. References**

You must submit three professional references and fill out their information below (ref A, Ref B, Ref C). At least one reference should be an immediate supervisor during the last five years.

A. Name

Title/Organization

Relationship to applicant

Email

Phone

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B. Name \_\_\_\_\_  
Title/Organization \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

C. Name \_\_\_\_\_  
Title/Organization \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

**6. By signing below and submitting the application form to Peace Corps Senegal 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.
- All the information given in this form is true and that provision of false information will lead to disqualification of the application.

**CERTIFICATION**

**By inserting my name below, I certify, to the best of my knowledge, all statements 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: \_\_\_\_\_