

**ELIGIBILITY CRITERIA GRID**  
**Administrative Assistant – Facility, Workspace operations and**  
**Procurement**  
**(Temporary Staff, AST3)**  
**REF.: ACER/2022/17**

Last Name: \_\_\_\_\_ First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**ELIGIBILITY CRITERIA**

(1)	I have a level of post-secondary education attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education, and at least 3 years' relevant professional experience	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Number of years of professional experience acquired <u>after</u> the award of my diploma <sup>1</sup> ;	<b>Specify:</b> <input type="text"/>	
(2)	I have a thorough knowledge of one of the official languages of the European Union or Norway, Iceland and Liechtenstein and a satisfactory knowledge of another of these languages (B2) to the extent necessary for the performance of the duties pertaining to the post;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(3)	I am a citizen of one of the Member State of the European Union or Norway, Iceland and Liechtenstein;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(4)	I am entitled to my full rights as a citizen;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(5)	I have fulfilled any obligations imposed on me by the laws on military service;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(6)	I am physically fit to perform the duties linked to the post.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

<sup>1</sup> Note:

- A given period of professional experience may be counted only once;
- Professional activities pursued part-time shall be calculated pro-rata, on the basis of certified percentage of full-time hours worked.