# Eligibility criteria grid

# Document Management Specialist

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| First name: Click here to enter text. | Family name(s): Click here to enter text. |

## 1.1. General **Yes No**

|  |  |  |
| --- | --- | --- |
| I have a thorough knowledge of one of the languages of the EU and a satisfactory knowledge of another language of the European Union | [ ]  | [ ]  |
| I am a national of a member state of the European Union, Iceland, Liechtenstein, Norway**Please specify country:** | [ ]  | [ ]  |
| Click here to enter text. |
| I am entitled to my full rights as a citizen | [ ]  | [ ]  |
| I have fulfilled any obligations imposed by applicable laws on military service | [ ]  | [ ]  |
| I am physically fit to perform the duties linked to the post | [ ]  | [ ]  |

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| 1.2. Specific |
| 1.2.1 I have a level of education which corresponds to completed university studies of at least three years attested by a diploma | [ ]  | [ ]  |
| In addition to the above, I have **at least 4 years** of proven fulltime professional experienceof which **at least 2 years** in the field of document management, development of related policies and procedures and their implementation | [ ]  | [ ]  |
| [ ]  | [ ]  |
| 1.2.3. I have an excellent knowledge of English language (written and spoken). | [ ]  | [ ]  |
|  |  |  |
| I have submitted my CV in the Europass format | [ ]  | [ ]  |

**Declaration:**

I declare in my word of honour, that the information provided above is true and complete.

If offered the position, I will declare any conflict of interest before recruitment in accordance with Article 11 and 11a of the SR and Articles 11 and 81 of the CEOS.

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| Signature: |  |  | Date: | Click here to enter a date. |