

Example on how to complete a Minimum Qualification Requirement (MQR) template

Below is an example of how to complete the MQR template.

If there are areas of the **qualifications, knowledge** and **experience** that you do not meet, you can make a note to that effect.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE	APPLICANT'S RESPONSE
<ul style="list-style-type: none"> • Current unencumbered Class Drivers Licence <p>Meet criteria to apply for:</p> <ul style="list-style-type: none"> • Positive Notice Blue Card for Child Related Employment • Disability Services Positive Exemption (Yellow Card) 	<ul style="list-style-type: none"> • Yes. My current licence is unencumbered OR I have a current driver's licence however, there is only X remaining points. (You may offer an explanation as to why the points were deducted and when you expect to earn them back). • I currently hold a Blue Card and/or Yellow Card OR I don't currently have one/either card(s) but am willing to undertake the necessary requirements to obtain one/both as necessary
<ul style="list-style-type: none"> • Demonstrated experience in providing administrative support at senior management level in a medium to large sized organisation. • Demonstrated experience in maintaining corporate records. • Ability to produce professional documents to a high standard, incorporating graphics to enhance visual appeal. 	<ul style="list-style-type: none"> • In my last role, I was the personal assistant/senior administrator/office manager to the Director/CEO in an organisation of 50 employees of which the senior management team numbered five. Please view my resume for details on duties performed. • In my last role, the duty of maintaining corporate records was delegated to the company secretary however, I did from time to time in his absence, perform this duty OR I did observe the company secretary in the performance of this task so am familiar with what needs to be done. I am confident that with proper orientation in this task, I will be able to perform it without fault. • I have a working knowledge of PowerPoint, Excel and Publisher. In my last two roles, I prepared numerous documents/presentations containing diagrams and basic graphics for illustrative purposes. I am willing to provide documentary evidence of the same in confidence.

We trust this assists you to complete your MQR and we look forward to receiving your completed application.