

ANTIGUA COMMERCIAL BANK - APPLICATION FORM



Antigua Commercial Bank

Human Resource Department
P.O. Box 95
St. John's, ANTIGUA

Telephone (268) 481 4238/39/40
Fax (268) 481 4229
e-mail: acb@candw.ag

- a. Please Print
- b. Answer all questions completely.
- c. If you are a foreign national submit proof of Antigua/Barbuda citizenship or authorisation to work in Antigua & Barbuda.
- d. False statements or omission of material facts may result in rejection of your application

Position Applied For:

PLEASE PRINT OR TYPE

PERSONAL INFORMATION				
Last Name	First Name	Middle	Home Phone	Message Phone
Address		P. O. Box		Business Phone
			Social Security No.	
Are you legally eligible for employment in Antigua & Barbuda? Yes <input type="checkbox"/> No <input type="checkbox"/>		Please tick Registered <input type="checkbox"/> Other <input type="checkbox"/>		National <input type="checkbox"/> Naturalised <input type="checkbox"/> Do you have a college diploma (or higher) Yes <input type="checkbox"/> No <input type="checkbox"/>
EDUCATION & TRAINING				
Please include any training relative to the position for which you are applying.				
University, College, Vocational or Technical School, Training Centers.	Major	Grades	Degree or certificate	Date
FOREIGN LANGUAGES:				
PERTINENT SKILLS				
Please list below experience and special skills pertinent to the position for which you are applying.				Banking Experience
				Yes <input type="checkbox"/>
				Position
ADDITIONAL INFORMATION				

Have you ever been employed by the Antigua Commercial Bank (ACB) <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when _____			
Have you ever been discharged or requested to resign from any position for misconduct <input type="checkbox"/> Yes <input type="checkbox"/> No			
or unsatisfactory performance?			
If yes explain: _____			
Have you ever been charged or arrested for a criminal offence? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes explain: _____			
Do you possess a clean valid driver's license (if job requires)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have family members employed by ACB? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, indicate the name, relationship and department: _____			
WORK EXPERIENCE			
Name of Present or Most Recent Employer		Address	
Start Date	Salary \$ _____ per ____	Reason for Leaving	
Leave Date	<input type="checkbox"/> Full Time <input type="checkbox"/> Casual _____ hours/week.		
Job Title	Name of Supervisor/Title	Phone No.	
Job Duties:		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of Employer (2)		Address	
Start Date	Salary \$ _____ per ____	Reason for Leaving	
Leave Date	<input type="checkbox"/> Full Time <input type="checkbox"/> Casual _____ hours/week.		
Job Title	Name of Supervisor/Title	Phone No.	
Job Duties:		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name & Address Employer (3)			
Start Date	Salary \$ _____ / _____	Reason for Leaving	
Leave Date	Full time Casual		
Job Title	Name of Supervisor/Title	Phone No.	
Job Duties		May we contact this employer Yes <input type="checkbox"/> No <input type="checkbox"/>	

We remind you that all information will be kept confidential. Please sign the form and date it appropriately. Return it with relevant attachments to Human Resource Department, Antigua Commercial Bank, P. O. Box 95, St. John's, Antigua.

Position Applied For: _____ 2nd Choice: _____

Date of Application: _____

EQUAL EMPLOYMENT OPPORTUNITY: ACB is an equal opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, colour, creed, age, sex, religion or political belief.

APPLICATION PROCESS: Submit a completed ACB employment application to Human Resource Department, P. O. Box 95, St. John's, ANTIGUA by the closing date (if applicable). Please also submit a completed resume and cover letter.

MEDICAL CERTIFICATE: You will be required to provide evidence of your state of health if successful, and may be subject to medical examination by the Bank's doctor.

PROBATIONARY PERIOD: Newly hired employees serve a probationary period of 3 months as the final step in the selection process to show their ability to perform in the position for which they are selected.

SALARIES AND BENEFITS: ACB offers competitive salaries and provides a comprehensive benefits package to regular full-time employees.

CERTIFICATE OF CHARACTER: It is required that you attach a Certificate of Character from the Antigua Police with your application for employment.

REFERENCES: Three (3) references should be attached to your application.

VOLUNTARY COMPLETION BY APPLICANT. NOT FOR INTERVIEW PURPOSES.

RECRUITMENT SOURCE	
How did you become aware of this employment opportunity?	
<input type="checkbox"/> Newspaper	Which newspaper _____
<input type="checkbox"/> ACB Employee	Referral <input type="checkbox"/>
<input type="checkbox"/> Other	Explain: _____
From where did you collect the application form?	
<input type="checkbox"/> An ACB Location.	Name: _____

SIGNED: _____

DATED: _____