

ACB GRENADA BANK - APPLICATION FORM

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

Telephone (268) 481 4220/1/2/3
Fax (268) 481 4229
e-mail: acb@acbonline.com

- a. Please Print
- b. Answer all questions completely.
- c. If you are a foreign national submit proof of Grenada citizenship or authorisation to work in Grenada.
- 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
Are you legally eligible for employment in Antigua & Barbuda?	Please tick <input type="checkbox"/> 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 AND 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
		Position
ADDITIONAL INFORMATION		

Have you ever been employed by ACB Grenada Bank Yes No If yes, when_____

Have you ever been discharged or requested to resign from any position for misconduct
Yes No or unsatisfactory performance?

If yes explain: _____

Have you ever been charged or arrested for a criminal offence? If Yes No
yes explain: _____

Do you possess a valid driver's license (if job requires)? Yes No

Do you have family members employed by ACB Grenada Bank? Yes No

If yes, indicate the name, relationship and department: _____

WORK EXPERIENCE

Name of Present or Most Recent Employer		Address	
Start	Salary \$_____per _____	Reason for Leaving	
Date	Full Time Casual _____ hours/week.		
Leave	Date		
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 Leave Date	Salary \$_____per _____ Full Time Casual _____ hours/week.	Reason for Leaving
Job Title	Name of Supervisor/Title	Phone No.
Job Duties:	May we contact this employer?	Yes No
Name & Address Employer (3)		
Start Date Leave Date	Salary \$_____per _____ Full Time Casual _____ hours/week.	Reason for Leaving
Job Title	Name of Supervisor/Title	Phone No.
Job Duties:	May we contact this employer?	Yes No

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 ACB Caribbean, P. O. Box 95, St. John's, Antigua.

Position Applied For: _____ 2nd Choice: _____

Date of Application: _____

EQUAL EMPLOYMENT OPPORTUNITY: ACB Grenada Bank 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 Grenada Bank Ltd. 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 DECLARATION: The Bank requires you to disclose in writing under separate cover whether you suffer from any specific medical condition that you are aware of, and that in your opinion may both directly and negatively impact your ability to perform the duties and responsibilities.

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 Grenada Bank 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 Grenada 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?

Newspaper

ACB Grenada Bank employee

Referral

Other Explain _____

From where did you collect the application form?

An ACB Grenada Bank Location Name: _____

SIGNED: _____

DATED _____