



Applicant Job Profile Summary

Document ID:	HR-AJPS02
Responsible Officer:	Human Resource Manager
Approval Date:	July 21, 2016
Effective Date:	July 21, 2016
Revision Date:	February 18, 2019
Replaces Document ID:	AJPS2016
Approval Authority:	Secretary General
Language:	English

Instructions:

Please complete this Job Profile Summary and submit it **together with** your Cover Letter and detailed Resume. Failure to do so will result in automatic rejection of your application. Please answer all sections/questions.

Personal Information:

Position Applying For							
Title							
Surname(s)							
First Name(s)							
Maiden Name							
Marital Status	Single	☐	Married	☐	Common Law	☐	
	Separated	☐	Divorced	☐	Widowed	☐	
Date of Birth			Sex:	Male	☐	Female	☐
Country of Birth			Nationality				
Country of Residence							
Telephone Contact							
Email Address							
Skype Address							
Differently Abled Status	None	☐	Speech	☐	Visual	☐	
	Mobility	☐	Hearing	☐	Other	☐	

1. Please indicate the highest level of academic qualifications you have attained, e.g. PhD or MSc. in relevant field.
2. Please indicate the second highest level of academic qualifications you have attained, e.g. BSc in relevant field.
3. How many years of experience do you have in the position you are applying for?
4. Please provide the following information with respect to your most recent work experience:

Name of Employer		Job Title
1		
2		
3		

Linguistic Skills:

Do you speak any of the following languages (indicate knowledge level by inserting a tick in the space provided)?

Language	Yes	Basic	Intermediate	Fluent	No
English	☐				☐
Español	☐				☐
Français	☐				☐

Office Technology Skills:

What is your level of familiarity with the following applications (indicate knowledge level by inserting a tick in the space provided)?

Application	Yes	Basic	Intermediate	Advanced	No
Microsoft Word	☐				☐
Microsoft Excel	☐				☐
Microsoft PowerPoint	☐				☐
Microsoft Outlook	☐				☐
Adobe Acrobat	☐				☐

Availability

Are you able to work extended working hours if required?

Yes ☐

No ☐

Are you willing to travel internationally if required?

Yes ☐

No ☐

Do you have any relatives currently employed at the ACS?

Yes ☐

No ☐

Thank you for completing this application brief.