ACS AEC
ASSOCIATION OF CARIBBEAN STATES
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ASSOCIATION DES ETATS DE LA CARAIBE

Applicant Job Profile Summary

Document ID:	**HR-AJPS02**
Responsible Officer:	Human Resource Manager
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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.