

APPLICANT'S NAME: \_\_\_\_\_

**EASTERN CARIBBEAN CENTRAL BANK**  
**P O BOX 89, BASSETERRE, ST KITTS**

**CONFIDENTIAL**



**APPLICATION FOR EMPLOYMENT**

**Date of Application:** .....

**Position:** .....

**Please return this form to ECCB by:** \_\_\_\_\_

**Please ensure that:**

- 1. The application form is properly completed**
- 2. All requested documents are attached**
- 3. Requirements of advertisement are met**

*Applications that do not meet the criteria will not be acknowledged or considered.*

### INSTRUCTIONS

Please answer *each* question.

Type or print in ink. Use additional paper if necessary.

Read carefully.

1. Family Name		First Name		Middle Name		Maiden Name, if applicable					
2. Date of Birth		3. Place of Birth		4. Nationality at Birth		5. Present Nationality		6. Gender			
7. Marital Status:		Single <input type="checkbox"/>		Married <input type="checkbox"/>		Separated <input type="checkbox"/>		Widowed <input type="checkbox"/>		Divorced <input type="checkbox"/>	
8. Permanent Address				9. Present Address				10. Present Telephone No.			
								Home:			
								Work:			
								Email:			
11. Have you any dependents? Yes <input type="checkbox"/> No <input type="checkbox"/> If the answer is "Yes" give the following information:											
Name		Date of Birth		Relationship		Name		Date of Birth		Relationship	
12. Name, Relationship, and Address of next of kin:											
13. What is your preferred field of work?											
14. Have you previously submitted an application for employment with the Bank? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" give date _____											
15. KNOWLEDGE OF LANGUAGES											
LANGUAGE	READ		WRITE		SPEAK		UNDERSTAND				
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily			
English											
16. For Clerical grades only - indicate speed in words per minute						List any office machines or equipment you can use					
Typing		English		Other Languages							
Shorthand											

## 17. EDUCATION: Give full details

## A. University of Specialised Training

Name, Place and Country	Years Attended		Degrees and Certificates Obtained (please indicate grade)	Main Course of Study
	From	To		

## B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 12 (eg high school, technical school, or apprenticeship)

Name, Place and Country	Type	Years Attended		Subjects Obtained (please indicate grades)
		From	To	

## 18. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS


## 19. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN


## 20. LIST ANY AWARDS RECEIVED


## 21. EMPLOYMENT RECORD (Start with the present or last employment and go backwards)

**Most Recent Employment**

Name and Address of Employer	Period Employed		Position Held Brief Description of Duties	Major Achievements	Reason for Leaving	Starting Salary (EC\$)	Ending Salary (EC\$)
	Start date	End Date					

**Previous Employment**

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(Please use additional sheets to provide similar information on all previous jobs held)

22. Have you ever been convicted of a criminal offence (excluding minor traffic violations)?

If "Yes", give full particulars of each case in an attached statement.

Yes No 

23. If offered employment how soon after can you assume duty?

24. Do you have relatives employed at the ECCB?

Yes No 

If "Yes", please state relationship.

25. HEALTH: (A) Do you suffer from any serious disability?

Yes No 

(B) Have you had any serious illness or operation?

Yes No 26. REFERENCES: List **two** persons not related to you who are familiar with your character and qualifications.

Name	Full Address, Contact Numbers & Email Address	Business or Occupation

27. I certify that the information in this form is true and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Eastern Caribbean Central Bank renders a staff member of the Bank liable to termination or dismissal.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

NOTE: The Maximum validity for an application for employment Form is one year.