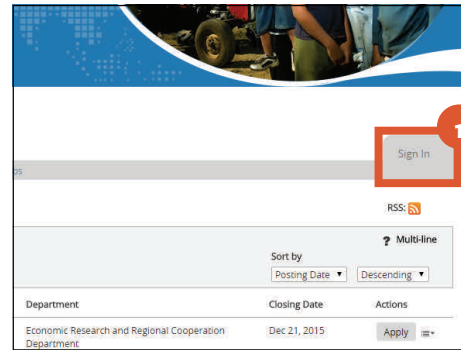


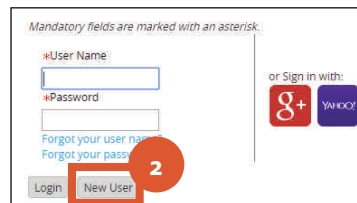
Register in the System

1. In the **[Job Search]** tab, click on the **[Sign In]** link. You will be led to the **[Login]** screen.



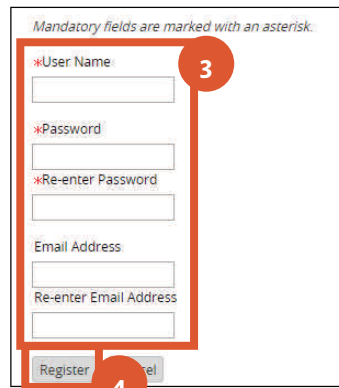
2. Click on the **[New User]** button.

Tip: You may use your **Google** or **Yahoo** credentials to register and sign in ACES by clicking on their respective buttons.



3. Fill in your desired **[User Name]**, **[Password]** and **[Email Address]**.

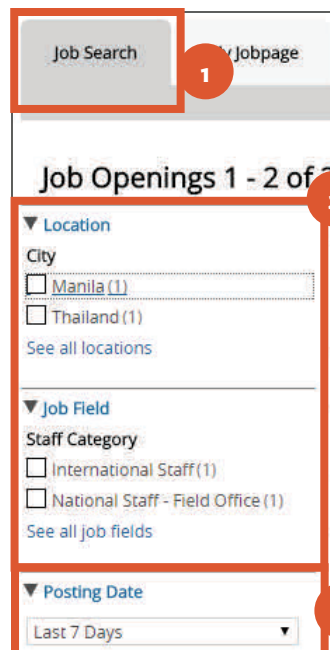
Note: Re-enter your **Password** and **Email Address** to validate your entries.



4. Click on **[Register]**.

Search for Job Openings

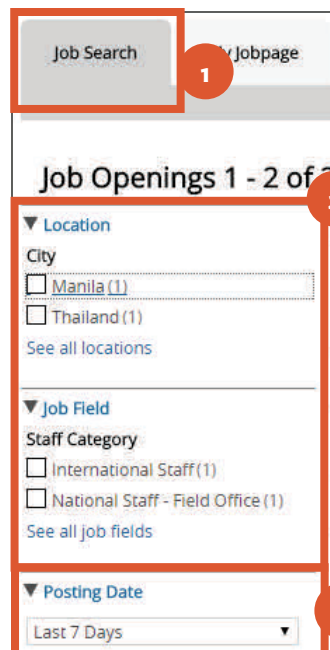
1. The **[Job Search]** tab displays all advertised active job openings in the bank.



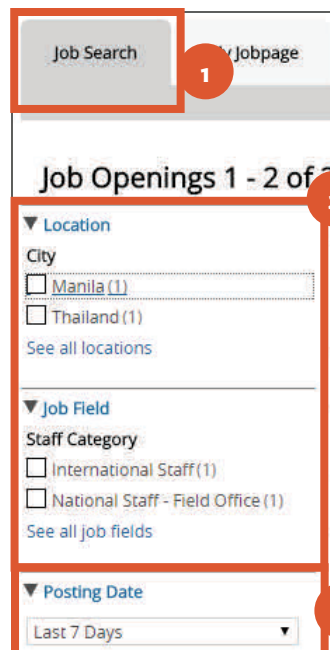
2. Tick on any option under the **[Location]** or **[Job Field]**.

Tip: Click on **[See all locations]** to see the complete list of all locations. You may search through and filter this list.

Click on **[See all job fields]** to search for job openings based on **Staff Category** and **Function**.



3. You may also use the **[Posting Date]** to search for openings published today, yesterday, or weeks ago.



Apply for a Position

Job Search Screen

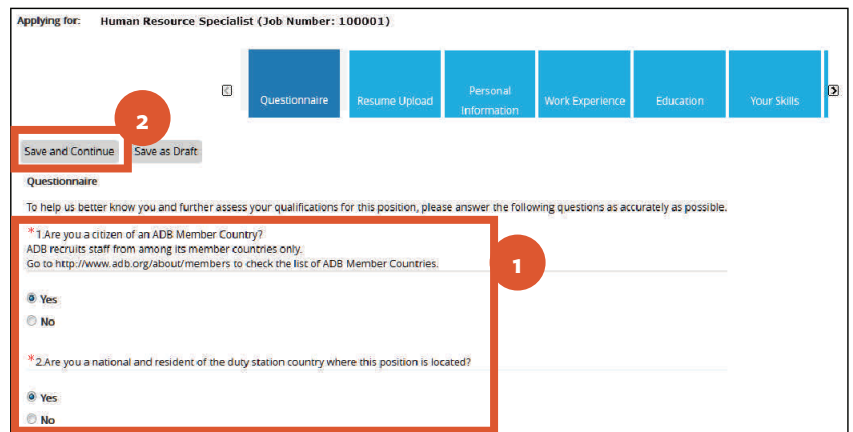
1. In the **[Job Search]** tab, click on the **[Apply]** link. You will be led to the **[Questionnaire]** screen.



Questionnaire Screen

1. Answer the questions as accurately as possible. Questions marked with a **[*]** are mandatory.
2. Click on **[Save and Continue]** to move to the **[Resume Upload]** screen.

Warning: Clicking on **[Save as Draft]** will save your entry as a draft for later edits. You will be led out of the **[Application]** screens.



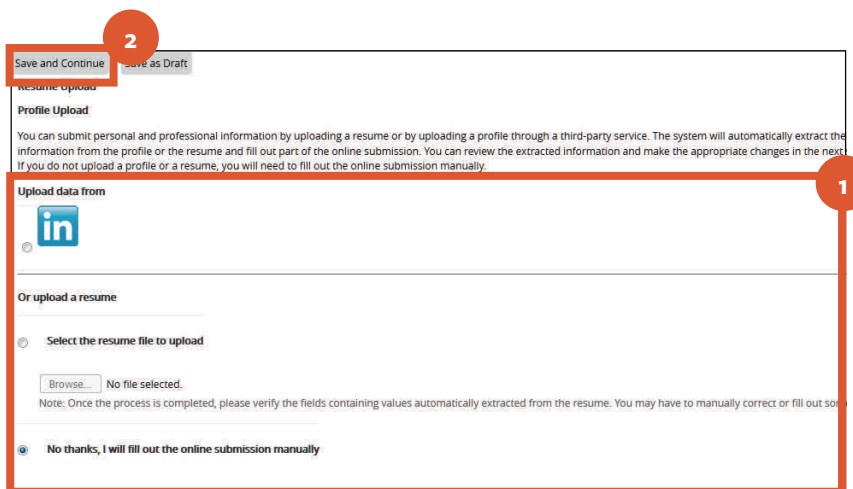
Resume Upload Screen

1. Select your preferred option for submitting resume details.

Note: Uploading your personal data from **[LinkedIn]** or a file will pre-populate details in fields in the **[Personal Information]** screen.

You may then edit this information. Data uploaded from LinkedIn or a document should be checked carefully for translation errors.

2. Click on **[Save and Continue]** to move to the **[Personal Information]** screen.



Personal Information Screen

1. Select how you heard about the opening in the **[Source Type]** drop-down list.

Note: When selecting **ADB Website**, a new required drop-down list will appear below.

2. Specify your preferred **[Salutation]** from the drop-down list.
3. Enter your **[Personal Information]** in the provided fields.
4. Select if you are **[Married to Another ADB Staff]** from the drop-down list.

Note: If you select **Yes** to the question, enter the name of the ADB Staff in the provided field.

5. Select the **[Currency]** for your expected salary and enter your **[Expected Annual Salary]**.

Note: Local staff positions are paid in the local currency. International staff are paid in USD.

6. Enter your latest **[Employer]** and **[Number of Employees You Supervised]**.

7. Enter your **[Reason for Leaving]** your latest employer, if applicable.

(Continued next page.)

Personal Information

Source Tracking

Please indicate how you heard about this job.

1 *Source Type
ADB Web Site

ADB Web Site
Career Section

Please complete the required information needed to progress your application.
Fields that are marked with red asterisk (*) are mandatory.

2 *Salutation
Mr.

3 *First Name Middle Name *Last Name

*Primary Number *Current Address (Line 1) *Country of Nationality
Mobile Phone Number Home Phone Number Current Address (Line 2) Philippines
Work Phone Number Current Address (Line 3) Country of 2nd Nationality
Mobile Phone Number *Current Address (Town/City/State) Not Specified
*Email Address *Current Address (Country) Not Specified

*Date of Birth
Day Year

*Country of Birth
Not Specified

4 *Married/registered domestic partner to an ADB Staff member (Current Employer)
Not Specified

If "Yes", please provide the name.

5 *Currency
Not Specified

*Expected Annual Salary

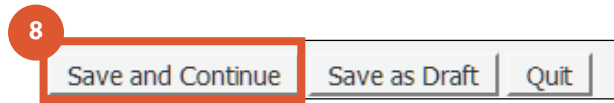
6 *Name and Position of Supervisor (Current Employer)

Number and Category of Employees Supervised (Current Employer)

7 Reason for Leaving (Current Employer)

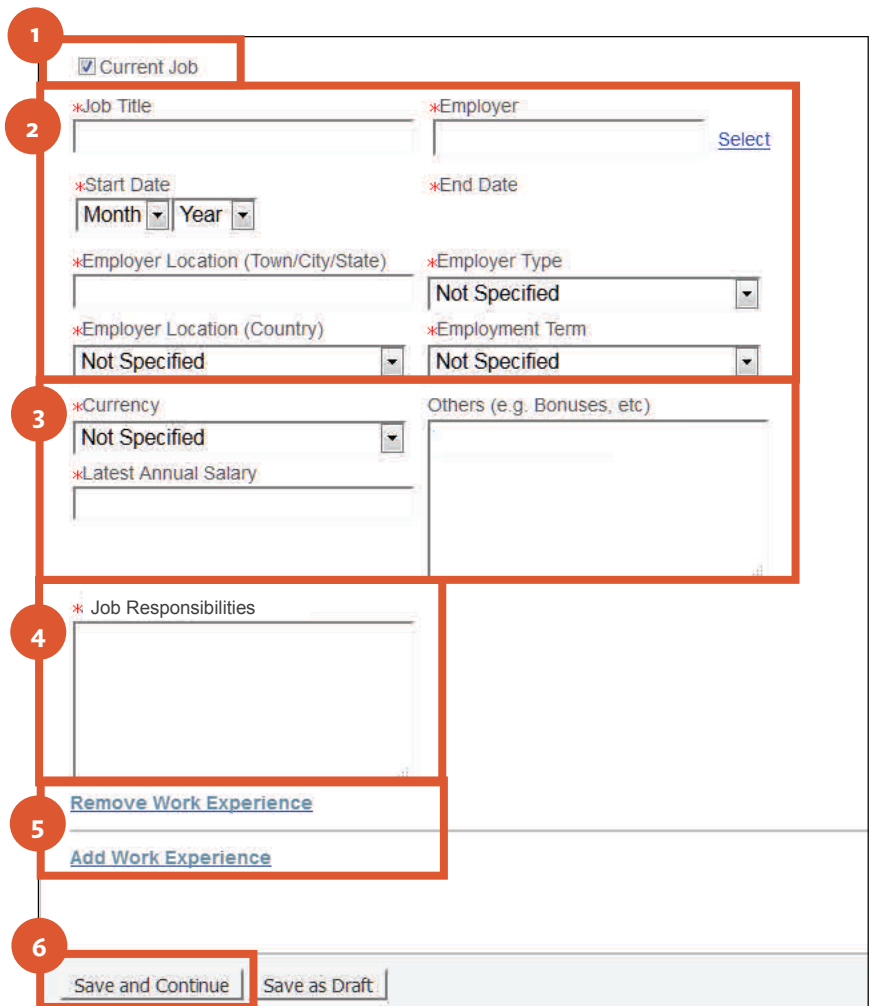
*Personal Information Screen
(continued)*

8. Click on **[Save and Continue]**. You will be led to the **[Work Experience]** screen.



Work Experience Screen

1. Tick the box if the **[Work Experience]** being entered is your **[Current Job]**.
2. Enter the job title and complete employer information.
3. Enter details regarding the **[Currency]**, **[Latest Annual Salary]** and **[Bonuses]** received from the employer.
4. Describe the **[Job Responsibilities]** and duties under this role.
5. Click on **[Add Work Experience]** or **[Remove Work Experience]** to add or delete a set of job information fields.
6. Click on **[Save and Continue]**. You will be led to the **[Education]** screen.



Education Screen

1. Enter details of the **[School/Institution]** and **[Degree/Course/Program]** that you attended. Questions may differ for each job opening.
2. Enter the **[Dates]** you started and completed the program.
3. Tick the box if the study is ongoing and to provide its expected end date.
4. Enter the **[Professional License Number]** and **[Expiry Date]** if applicable.
5. (Optional) Enter a **[Remark]** to clarify the education or qualification in the box.
6. Click on **[Add Education]**. A new set of fields will appear.
7. Click on **[Save and Continue]** to move to the **[Your Skills]** screen.

The screenshot shows the 'Education 1' form with the following elements highlighted by numbered callouts:

- 1:** *Education & Other Qualification Type (dropdown menu) and *School/Institution (text field with 'Select' button).
- 2:** *Degree/Course/Program (text field) and City (text field).
- 3:** *Start Date (Month/Year dropdown) and *Graduation/Completion Date (Month/Year dropdown).
- 4:** License Number if applicable (text field) and Expiry Date (Month/Year dropdown).
- 5:** Remarks (text area) and a checkbox for 'Check the box if graduation/completion date is still ongoing and provide the expected Graduation/Completion Date'.
- 6:** Add Education button.
- 7:** Save and Continue button.

Note: You are required to have at least one **[Education]** entry. Clicking on **[Save and Continue]** without having any entries in this page will give you an error message.

Your Skills Screen

1. Answer all the questions as accurately as possible.
2. Click on **[Save and Continue]** to move to the **[Attachments]** screen.

The screenshot shows the 'Your Skills' section with the following elements highlighted:

- 1:** Questionnaire text area containing the question: '1. Why should we consider you for the role? Kindly review the job description, match it against your profile, and provide us a brief summary of your qualifications.'
- 2:** Save and Continue button.

Attachments Screen

1. Click on the **[Browse]** button to select the file you wish to upload.
2. (Optional) Enter **[Comments]** about the file.
3. Click **[Attach]**.

The screenshot shows the 'Attachments' section with the following elements highlighted:

- 1:** Browse... button.
- 2:** Comments about the file text area.
- 3:** Attach button.

Note: You can attach up to 5 files, each no larger than 2 MB.

(Continued next page.)

4. Tick the **[Relevant Files]** or **[Resume]** box to describe the file.
5. Click on **[Save and Continue]** to move to the **[Review and Submit]** screen.

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CV_20151112doc.pdf	1/6/16		Delete

4 **Save and Continue** **Save as Draft**

Review and Submit Screen

1. Review the details on the **[Questionnaire]**, **[Personal Information]**, **[Work Experience]**, **[Education]**, **[Your Skills]** and **[Attachments]** area.

Adjust as necessary.

2. Click on the **[Submit]** button.

Note: Click the **Edit** link to update the entries in each area.

2 **Submit** **Save as Draft**

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

1

Questionnaire | Edit

Questionnaire

Are you a citizen of an ADB Member Country?
ADB recruits staff from among its member countries only.
Go to <http://www.adb.org/about/members> to check the list of ADB Member Countries. Yes

Are you a national and resident of the duty station country where this position is located? Yes

Personal Information | Edit

Source Tracking

Source Type: ADB Web Site

Source: Career Section

Personal Information

Salutation	Mr.
Primary Number	Mobile Phone Number
Home Phone Number	9899100
Work Phone Number	9899100
Mobile Phone Number	09209899100
Current Address (Country)	Philippines
Country of Nationality	Philippines
Country of 2nd Nationality	
Gender	Male
Date of Birth	Jul 1, 1979
Former Staff Member/Seconded	No