

**HSBC**  **BERMUDA**  
Graduate Development Programme

**APPLICATION FORM**

Name \_\_\_\_\_

Date \_\_\_\_\_  
Month Day Year

**Application for HSBC Graduate Development Programme**

**Note: The information submitted on this form will be treated as private and confidential. Please complete all sections of this application.**

**Personal Information**

Title  Mr.  Mrs.  Miss  Dr.  Other

Surname	First name(s)	Middle Initial
---------	---------------	----------------

Are you known or have you previously been known by any other name(s)?  Yes  No

If yes, please state all names.	
Home address	Mailing address
Email address: Alternate email address:	Home telephone
Business telephone	Other telephone(s) • Home • Cell • Other
Date of birth	Nationality

**Job Details**

Position applied for	Salary expectations	Date available
----------------------	---------------------	----------------

Type of employment sought  Permanent  Temporary  Student Employment  Graduate Development Programme

Availability  Part-time  Full-time  Shift

How did you learn of the HSBC Graduate Development Programme?

**How did you learn of the position?**

Previous HSBC experience  Website  Advertisement  Campus recruitment  Recommendation

Referred by employee  Other (please specify below)

Provide employee name (if referred by employee)	Department
Other	

Are you currently enrolled in a university programme?  Yes  No

University name:	Programme:
Major course of study:	Expected graduation date Month      Date      Year

Please specify any technical aid or special arrangements required if you are called for an interview (e.g. services of a sign language interpreter, special equipment, etc.)


My resume/curriculum vitae is attached

**Personal Information**

Are you entitled to seek employment in Bermuda?  Yes  No

If yes, by reason of:  Being Bermudian (by birth or grant)  Spouse of a Bermudian  
 Currently hold a valid work permit  Permission to seek (attach copy of letter from immigration)  
 Working Resident's Certificate (please attach copy)

Are there any known circumstances which might interfere with your ability to perform the job for which you are applying?  Yes  No

If yes, please give details.

Have you ever been employed by HSBC or any companies subcontracting to HSBC?  Yes  No

If yes, please give details including dates employed.

Have you ever applied to HSBC before?  Yes  No

If yes, please give details including position applied for and date application was made.

List names and positions of any immediate relatives known to you within HSBC, stating relationship to you.

Name	Position	Relationship
Name	Position	Relationship

Have you ever been convicted of a criminal offense?  Yes  No

If yes, give details.

Only complete if a driving license is required for the position you are applying for.

Do you hold a current driving license?  Yes  No

Do you have any driving convictions?  Yes  No

If yes, please give details.

**Education**

**Secondary education**

Date from dd/mm/yy	Date to dd/mm/yy	School	Qualification

**Further education- Please note you will be required to provide proof of all qualifications.**

Date from dd/mm/yy	Date to dd/mm/yy	University/College <input type="checkbox"/> Full-time <input type="checkbox"/> Evening <input type="checkbox"/> Correspondence	Qualification
Courses taken			

Other training received  
Please give details.

Membership of professional bodies, institutes, clubs or societies  
Please give details including dates of admittance.

Are you proficient with computers?  Yes  No  
If yes, state which system(s) you are familiar with and your level of competence.

Other computer skills

Office skills  Typing \_\_\_\_\_ wpm  Shorthand \_\_\_\_\_ wpm  Data entry

**Other skills**

Foreign languages in which you are fluent –written/spoken.

Do you have any commitments (e.g. military reserve, local government, judicial, etc. which may affect your working hours?)

Leisure and other hobbies (including details of any posts you currently hold or have held).

**Previous Employment Record**

Please detail all previous employment. (If no previous work experience, skip to page 5.)

**Current or last job**

Name and address of employer

Name		Address	
Date of joining	Date of leaving	Your job title	Nature of business
Starting salary	Leaving salary		

Describe your main duties -  
Please use additional sheet if necessary.

Why did you leave/why are you considering changing your job?


**Employment Reference**

Name	Job title	Relationship to you ie. Supervisor, Co-worker
Telephone	Facsimile	Email

**Previous Job**

Name and address of employer

<b>Name</b>		<b>Address</b>	
<b>Date of joining</b>	<b>Date of leaving</b>	<b>Your job title</b>	<b>Nature of business</b>
<b>Starting salary</b>	<b>Leaving salary</b>		

**Describe your main duties.**  
**Please use additional sheet if necessary.**  
**changing your job?**

**Why did you leave/why are you considering**


**Employment Reference**

Name	Job title	Relationship to you ie. Supervisor, Co-worker
Telephone	Facsimile	Email

**Previous Employment Record**

Previous Job

Name and address of employer

Name		Address	
Date of joining	Date of leaving	Your job title	Nature of business
Starting salary	Leaving salary		

Describe your main duties

Please use additional sheet if necessary.

Why did you leave/why are you considering changing your job?


**Employment Reference**

Name	Job title	Relationship to you ie. Supervisor, Co-worker
Telephone	Facsimile	Email

**If you have no prior work experience, please complete the below**

Personal Reference

Name	Telephone	Facsimile-if available
Email	Relationship to you	

Personal Reference

Name	Telephone	Facsimile-if available
Email	Relationship to you	

Personal Reference

Name	Telephone	Facsimile-if available
Email	Relationship to you	

**Unemployment Details**

Please detail any periods of unemployment during the past five years.


**Additional Information**

In what way have your experience and qualifications to date equipped you for the position for which you have applied? Please use additional sheet if necessary


Please give any additional information you consider relevant to your application.  
Please use an additional sheet if necessary


**Declaration**

I certify that the information in this application and, if applicable, on any attachments which form an integral part of this application, is true and complete to the best of my knowledge, and I understand that any misleading or false information or omission provided herein will result in my ineligibility for employment, or if employed, dismissal for cause, without notice or payment thereof. I understand that my employment is entirely subject to satisfactory written or verbal previous employers' reports and personal references, and that I will have to serve and satisfactorily complete a probationary period of three months employment before appointment to regular staff.

HSBC conducts reference checks, including all periods of unemployment. I agree to allow HSBC to make any appropriate reference checks including educational, criminal, financial and employment.

<b>Date</b> dd/mm//yy	<b>Signature</b>
-----------------------	------------------

**Accountability**

Every Employee shall sign a statement upon joining the Bank that he or she has read the Code and related policies contained in the Group Standards Manual, Business Instruction Manual (BIM), the Employee's Division's Functional Instruction Manual (FIM) and the Human Resources Policies and Procedures located on Connect — Human Resources.

Managers are responsible for ensuring all their Employees, as part of the annual certification of compliance with the Group Standards Manual, are aware of the Code and are complying with them.

**Waivers of the Code**

**From time to time, the Bank may waive a requirement under the Code.** An employee may make a request for a waiver in writing:

- SMC members, to the Board of Directors
- Employees of **the Bank, to SMC members**

**Enforcement**

Non-compliance with the Code may result in appropriate disciplinary action which may include termination.

Name (PRINT)
--------------

Employee's Signature	Date
----------------------	------

HR Support Services	Date
---------------------	------



Name \_\_\_\_\_

1. We want our graduates to have successful careers at HSBC, so we are interested in the **skills** you have gained to date. What skills do you have that will be important to your success on the HSBC Graduate Development Programme (GDP)?  
Please give specific examples of how you have demonstrated these skills.

**(250 words max)**

2. At HSBC, our objective is to be the world's leading international bank. In all that we do, we also must **consider the potential risks**.  
In your opinion, what are the top three risks facing HSBC globally and why?

**(250 words max)**

3. One of our values at HSBC is “courageous integrity” which is about **doing the right thing**.

Please describe a situation when you have challenged a decision or an action you felt was wrong. Please consider the following questions in your response:

What was the situation?

Why did you challenge the person?

What challenges did you face in doing this?

What approach did you take and why did you choose this approach?

How did they react to your challenge?

What was the direct result of your involvement?

What did you learn from this experience?

***(250 words max)***