

Application for Graduate Development Programme



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
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

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.
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.

Date dd/mm//yy	Signature
-----------------------	------------------

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 and interns 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 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)