



## Swiss Bank Executives' Training Program (Swiss BET Program) 2022-2024

Detailed program information is available on the program website, [www.swissbetprogram.com](http://www.swissbetprogram.com).

### Application Process ([www.swissbetprogram.com/application](http://www.swissbetprogram.com/application))

Interested candidates should submit the following documents electronically:

- 1) CV: An updated curriculum vitae mentioning the applicant's current position, last promotion, working experience, previous education/trainings in banking/finance, and personal information (gender, age, recent photo).
- 2) Diplomas and certifications: Scanned copies of degrees, especially degrees related to formal education and proficiency in English.
- 3) Motivation letter: A written statement by the applicant confirming that he/she will prepare for, attend and actively participate in all training modules, utilize the provided e-learning material as required and necessary, and creatively engage in the course project.
- 4) Professional statement: A written statement by the applicant which includes areas of expertise, the number of people reporting directly to the applicant, a brief description of the top 3-5 current challenges at work, and in which position the participant will see himself/herself in 3-5 years.
- 5) Teaching/coaching skills: A written statement by the applicant with respect to his/her potential teaching/coaching competencies, i.e., if the applicant had to teach or coach a group of colleagues in a bank training seminar, which topic would the applicant choose, and why?
- 6) Language statement: English language proficiency statement by the applicant. It should be based on a self-evaluation in the four areas of listening, speaking, reading, and writing (indicate for each area the proficiency level on a scale of 0 ... 10, i.e., 0 = no English language skills; 10 = native English language level).
- 7) Employer letter: A commitment letter issued by the applicant's employer bank confirming that – in case of admission to the program – the applicant is given time off to join the training and the bank will pay the program fee plus expenses of the participant, such as accommodation and allowance.

### Application Submission

Applicants should send a personal application e-mail, together with the required documents attached in a zip-file, to [application@swissbetprogram.com](mailto:application@swissbetprogram.com). The zip-file should be labeled with the applicant's first and last name.

### Deadline

The deadline for submitting applications to the Swiss BET program is **April 30<sup>th</sup>, 2022**.