



Swiss Bank Executives' Training Program (Swiss BET Program) 2024-2025

Detailed program information is available on the program website, www.swissbetprogram.com

Application Process

Interested candidates should submit the following documents electronically in two separate pdf-files:

File A: Applicant's updated Curriculum Vitae (CV), including the following items:

1. Personal information (full name, date of birth, gender, age, recent photo)
2. Applicant's current position, date of promotions
3. Work experience
4. Previous education/trainings in banking/finance
5. Self-evaluation of the English language skills 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)
6. Applicant's motivation statement: 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 project¹
7. Employer's verification and commitment: letter 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 allowance²

File B: Applicant's degrees and certifications:

1. Scanned copies of degrees, especially degrees related to formal education
2. Scanned copies of certifications of professional training, especially in banking, finance, leadership and management
3. Certifications of English proficiency

Application Submission

Applicants should send a personal application e-mail, together with the two required files attached, to application@swissbetprogram.com, and in Cc to daotao_tccb@sbv.gov.vn (SBV HR Department), and swissbet.program@gmail.com.

Both files must be labeled with the applicant's full name.

Deadline

The deadline for submitting applications to the Swiss BET program is **February 28th, 2024**.

¹ Can be placed in a box or one page before the last page of the CV, including applicant's signature

² Can be placed in a box or the last page of the CV, including signature and stamp of the applicant's supervisor