



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

Detailed program information is available on the program website, [www.swissbetprogram.com](http://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 project
7. Employer's verification and commitment: 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

#### 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](mailto:application@swissbetprogram.com), and in Cc to [daotao\\_tccb@sbv.gov.vn](mailto:daotao_tccb@sbv.gov.vn) (SBV Human Resource Department), and [swissbet.program@gmail.com](mailto: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 28<sup>th</sup>, 2024**.