

Eco Trade and Development Bank Internship Application Form

Thank you for your interest in pursuing an internship at ECO Trade and Development Bank. Please ensure that all required information is provided and that you meet the eligibility criteria before submitting your application.

Eligibility Criteria:

Internship at ECO Trade and Development Bank is open to candidates who:

- *are from an ECO Region member country.*
- *have a good speaking and writing knowledge in English Language*
- *are enrolled in a university-level course in one of the following disciplines:*
 - *law, economics, finance, banking, business administration, public administration, engineering, or another relevant field as stated in advertised internship vacancy.*
- *are less than twenty-six (26) years of age at the time of application.*
- *are in the final year of their education and are enrolled in a course by the closing date for applications.*
- *The candidate must submit his/her university voluntary/obligatory internship guidelines (webpage etc.) that must be adhered to and provide the Bank the approvals obtained from its university as per the related university policy as well as a letter from their university introducing them for the internship*
- *not have previously benefited from an internship at the Bank.*
- *have two references*

Personal Information

1. Full Name:

- (First Name, Last Name)

2. Gender: (Select one) ☐ Male ☐ Female ☐ Other ☐ Prefer not to say

3. Date of Birth: (DD/MM/YYYY)

4. Nationality:

5. Contact Information:

- **Phone Number:** _____
- **Email Address:** _____
- **Address:**
(Street, City, Zip Code)

Academic Information

5. Current University/College:

- (Name of Institution)

6. Degree Program:

- (e.g., Bachelors in Economics, Master's in Business Administration)

7. Year of Study:

- (e.g., 3rd Year, 1st Year, Graduate)

8. Expected Graduation Date:

- (MM/YYYY)

9. Major/Field of Study:

- _____

10. Academic Achievements (Optional):

- (Any awards, scholarships, or honors received)

Internship Preferences

11. Department(s) of Interest (Please check all that apply):

- ☐ Finance & Accounting
- ☐ Risk Management
- ☐ Banking and Non-Banking Financial Organizations
- ☐ Corporate and Finance
- ☐ Human Resources
- ☐ Information Technology
- ☐ Compliance & Legal
- ☐ Other (please specify): _____

12. Preferred Duration of Internship:

- ☐ 1 Month
- ☐ 3 Months
- ☐ 6 Months

13. Preferred Start Date:

- (DD/MM/YYYY)

14. Are you available for full-time or part-time internship?

- ☐ Full-Time

- ☐ Part-Time
- ☐ Both

Skills and Experience

15. **Please list any relevant skills, certifications, or technical tools you are proficient in (e.g., Microsoft Excel, Programming Languages, Accounting Software, etc.):**

- _____

16. **Have you previously completed an internship or held a job in the banking/finance industry?**

- ☐ Yes ☐ No

If yes, please provide details:

- (Company Name, Duration, Role, Key Responsibilities)

17. **Why are you interested in an internship at ECO Trade and Development Bank?**

- (Please provide a brief answer explaining why you chose us and what you hope to gain from this experience.)

References (Optional)

18. **Please provide two references (preferably academic or professional).**

- **Reference 1:**

- Name: _____
- Position: _____
- Organization: _____
- Phone Number: _____
- Email Address: _____

- **Reference 2:**

- Name: _____
- Position: _____
- Organization: _____
- Phone Number: _____
- Email Address: _____

Application Agreement

19. I hereby confirm that all information provided in this application is true and accurate to the best of my knowledge.

- ☐ I agree

20. **Signature:**

- (Signature/Full Name)

21. **Date:**

- (DD/MM/YYYY)

Submission Instructions:

- Please ensure that you have filled out all sections of the form.
- Submit your completed application form to HR@etd.org
- Include your updated resume and any supporting documents.

Declaration and Signature

I hereby declare that the information provided in this application is accurate to the best of my knowledge. I understand that failure to meet the eligibility criteria or provide all required documentation may result in the disqualification of my application.

- **Signature:** _____
- **Date:** _____