

# Office of the COO Graduate Scheme

## Application Form

2023



# Candidate Information

<b>First Name*</b>			
<b>Last Name*</b>			
<b>Email address*</b>			
<b>Scheme you are applying for*</b>	Finance	OCOO	
	OCOO Technology	Risk	

## Section 1

Please answer the following questions, which will help us match your suitability for the role. In order for your application to be processed please make sure that all fields with an asterisk are completed. Ensure you save this form before leaving the document.

<b>Who owns ICBC Standard Bank Plc (ICBCS)?*</b>				
<b>Where is our ICBCS head office located?*</b>				
<b>What products and/or markets do we specialise in?*</b> (no more than 5 words)				
<b>What are our 5 organisational values?*</b>				

### Please let us know about your education

<b>University of undergraduate course*</b>				
<b>Name of undergraduate degree course*</b>				
<b>Any sub-specialisations or details of dissertation/projects that you would like to specify</b>				
<b>Month and year of graduation*</b>				
<b>Degree result * (anticipated or actual)</b>	1 <sup>st</sup> or equivalent	2:1 or equivalent	2:2 or equivalent	3 <sup>rd</sup> or equivalent
<b>Is your degree result*</b>	Anticipated		Actual	
<b>Postgraduate course (if applicable)</b>				
<b>University of postgraduate course (if applicable)</b>				
<b>Any sub-specialisations or details of dissertation/projects that you would like to specify</b>				
<b>Month and year of postgraduate course completion</b>				
<b>Postgraduate result (anticipated or actual)</b>	1 <sup>st</sup> or equivalent	2:1 or equivalent	2:2 or equivalent	3 <sup>rd</sup> or equivalent
<b>Is your postgraduate degree result</b>	Anticipated		Actual	
<b>A level subject or equivalent (please list all subjects you received a qualification in and the results, please specify if AS level) e.g. English (A), Science (B), German (C), Latin (AS level D) *</b>				

**Tell us about your interests and skills**

<b>Any notable activities of interest outside of your studies</b>			
<b>Other notable qualifications or achievements (not necessarily relevant to the role)</b>			
<b>How would you rate your Excel Skills?*</b>	Basic	Intermediate	Advanced
<b>Do you have any programming skills? (please detail)</b>			
<b>Please list the languages you are able to speak*</b>			
<b>Please state level of language 1</b>	Native	Business	Conversational
<b>Please state level of language 2</b>	Native	Business	Conversational
<b>Please state level of language 3</b>	Native	Business	Conversational
<b>Please state level of language 4</b>	Native	Business	Conversational

**Tell us about your experience relevant to this application**

<b>Most recent work experience (if applicable) - company name</b>	
<b>Most recent work experience (if applicable) - position title</b>	
<b>Dates employed MM/YYYY - MM/YYYY</b>	
<b>Most recent work experience (if applicable) - key tasks</b>	
<b>Most recent work experience (if applicable) - key accomplishment</b>	
<b>Other work experience (if applicable) - company name</b>	
<b>Other work experience (if applicable) - position title</b>	
<b>Dates employed MM/YYYY - MM/YYYY</b>	
<b>Other work experience (if applicable) - key tasks</b>	

**Other work experience (if applicable) – key accomplishment**

**Have you worked for ICBC Standard Bank Plc previously (e.g. as an intern)?**

Yes

No

**If so, which date(s) did you work here? MM/YYYY-MM/YYYY**

## Role Specific Questions

**Tell us about yourself** (maximum 1,500 characters)\*

**Please explain why you would like to work at ICBC Standard Bank Plc** (maximum 1,300 characters)\*

**What interests you about working for The Office of the COO division?** (maximum 1,500 characters)\*

**How would ICBC Standard Bank Plc benefit from having you as an employee?** (maximum 1,300 characters)\*

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**Please describe a situation where you had numerous tasks to work on and how you planned and organised your time to ensure deadlines were met** (maximum 1,800 characters)\*

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**Please describe an example of a mistake you made and how you dealt with it** (maximum 1,500 characters)\*

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**Please describe the inside of a ping pong ball** (maximum 1,500 characters)\*

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## Section 2

### Other information

The below information will not be considered when reviewing your application, but provides information for the recruitment team in considering any compliance or HR requirements in the recruitment process.

<b>Current country of residence*</b>		
<b>Do you have the right to work in the UK or do you require sponsorship from ICBCS?*</b>	I have the right to work in the UK	I require sponsorship from ICBCS to work in the UK
<b>Do you have any link to any staff member or client of ICBC Standard Bank Plc? E.g. a family member or friend*</b>	Yes	No
<b>If yes, please provide name of staff member and relationship</b>		
<b>Are you a Politically Exposed Person (PEP) or do you have a family member that is classed as a PEP?*</b>	Yes	No
<b>If yes, please provide any PEP's position title and your relationship to them</b>		
<b>How did you find this opportunity?*</b>	ICBCS Careers Site	LinkedIn
	University Careers Site	Indeed
	Other (please specify below)	

### Please tell us the following for monitoring purposes

We are committed to ensuring that all job applicants are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

**All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be.** By completing the below you give consent for this information to be used for monitoring purposes, and that this information will be recorded within HR.

**All information supplied will be treated in the strictest confidence.**

<b>Gender</b>	Male	Female
	Prefer not to say	Other (please specify below)
<b>Ethnicity – please tick only one box</b>	Asian/ Asian British – Indian	
	Asia/ Asia British – Pakistani	
	Asian/ Asian British – Bangladeshi	
	Asian/ Asian British – Chinese	
	Asian/ Asian British – other Asian background	
	Black/ Black British – Caribbean	
	Black/ Black British – African	
	Black/ Black British – Any other black background	
	White – English/Welsh/Scottish/Northern Irish/British	
	White - Irish	
	White – Gypsy or Irish Traveller	
	White – Any other background	
	Mixed – White and Black Caribbean	
	Mixed – White and Black African	
	Mixed – White and Asian	
	Mixed – Any other mixed/ multiple ethnic background	
	Arab	
Any other background		
I prefer not to say		

<p><b>This data will assist us in measuring the socio-economic background of potential recruits to our graduate programmes and help us to know what needs to be done in order to improve the socio-economic diversity and inclusion in our organisation.</b></p>	<p>Modern professional &amp; traditional professional occupations such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil / mechanical engineer.</p>
<p><b>What was the occupation of your main household earner when you were about aged 14? Please tick only one box.</b></p>	<p>Senior, middle or junior managers or administrators such as: finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager.</p>
	<p>Clerical and intermediate occupations such as: secretary, personal assistant, call centre agent, clerical worker, nursery nurse.</p>
	<p>Small business owners who employed less than 25 people such as: corner shop owners, small plumbing companies, retail shop owner, single restaurant or cafe owner, taxi owner, garage owner</p>
	<p>Technical and craft occupations such as: motor mechanic, plumber, printer, electrician, gardener, train driver.</p>
	<p>Routine, semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.</p>
	<p>Long-term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)</p>
	<p>Other, such as retired, this question does not apply to me, I don't know</p>
	<p>I prefer not to say</p>

You can withdraw your consent with regard to this monitoring information being retained, by emailing [LondonHRServices@icbcstandard.com](mailto:LondonHRServices@icbcstandard.com), asking for this information to be deleted from your record.

We strive to remove the 'barriers' to work, making it accessible in every sense. We are committed to providing and making the workplace adjustments colleagues need to be able to excel in their working environment.

You have the opportunity to discuss adjustments with a member of the recruitment team, so that we can provide suitable support for you in our application process.

<p><b>Please confirm if you need any reasonable adjustments for any part of the recruitment process</b></p>	Yes	No
<p><b>If yes, please let us know what adjustment(s) you require</b></p>		

Once you have completed this form, please save to your computer, and visit our [Careers Portal](#) to apply. You will be asked to complete your personal details and then upload this application form, in the CV field. There is no need to upload a separate CV. In the event that your skills, experience and qualifications are closely matched to the requirements of the role, we will contact you to discuss next steps.

For more information on our graduate schemes and next steps in the selection process, please see our [careers page](#).

For any technical queries or any further support, please email [early.years.recruitment@icbcstandard.com](mailto:early.years.recruitment@icbcstandard.com).



**ICBC**  **Standard Bank**

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