To be sent back to the House of Training-ATTF contact in your country

**by** **27 February 2024**

Please be aware that only **fully completed forms** will be considered.

Please save your application in the following format:

**Two letter country code\_CAMBOC\_Family name**

**APPLICATION FORM**

**Multinational Certification Programme**

**Capital Markets BACK-OFFICe CERTIFICATE**

**(CAMBOC)**

|  |  |
| --- | --- |
| Dates: | Online seminar: 22-26, 29-30 April, 2 May 2024 (8 sessions of 4 hrs)Online exam: 6 May 2024 (3 hrs) |

PERSONAL INFORMATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  Mr [ ]  Ms  |  |  |  |  |  |

 |
| First name |  |
| Last name |  |
| Company  |  |
| Position  |  |
| Country  |  |
| Email\* |  |
| \* This **must** be the email address with which the candidate will attend the online course.  |

**ENGLISH LANGUAGE COMMAND**

Faculty of handling the language. Please mark from 1 *(poor)* to 5 *(excellent)*:

|  |  |  |
| --- | --- | --- |
| Understanding | Speaking | Writing |
|  |  |  |

If you have an international language certification (Common European Framework of Reference (CEFR), Cambridge (CEC), TOEFL, etc.), please note your level:

|  |
| --- |
|  |

STUDIES

|  |  |
| --- | --- |
| Degree obtained | Major subjects |
|  |  |

Trainings Attended (related to this course)

|  |  |  |
| --- | --- | --- |
| Institution | Subject | Duration |
|  |  |  |
|  |  |  |
|  |  |  |

EMPLOYMENT

Please list the positions occupied in the last 4 years:

|  |  |  |
| --- | --- | --- |
| Position | Company | Number of years |
|  |  |  |
|  |  |  |
|  |  |  |

EXPERIENCE

Please indicate the number of years you have been working in Back Office:

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  More than 4 years

Please provide **further details about the daily work** involved in your present position, emphasing the relation to the subject of this traininc course, if any.Please also indicate which **career perspectives** you see for yourself in the medium-term. (max. 120 words)

Please explain your **motivations** to apply for this training course. (max 120 words)

*This question is mandatory. If you do not explain your motivations, your application will not be considered.*

Please list your main **expectations** from this training course. (maximum 3)

**Please indicate the address we should add to the invoice for the contribution fees that we will send to you if you are selected for this training. The deadline for payment of these fees is Tuesday 2 April 2024:**

|  |  |
| --- | --- |
| **Company** |  |
| **Address** |  |
| **VAT***Please mention the VAT number (international format) of your company if you need it to be included in the invoice.* |  |

[ ]  I would like to attend this online programme and declare that:

* I have the following necessary technical equipment to participate fully in the course: a PC, stable internet connection, microphone and a webcam;
* I will keep my webcam on to promote interaction and make sure that I won’t be disturbed during the course;
* I will make sure in advance that the connection to the online platforms for the e-learning module and the online course and exam will not be blocked by any company’s firewalls or other restrictions and will discuss any solutions with my dedicated IT department;
* I have read the course content, I will finish the e-learning module before 22 April, I will attend all the sessions of the online course, and I will make sure I am free of any professional and personal obligation during the course;
* If I am not able to be present at some point, I will immediately inform the House of Training (or the trainer if the course has already started) and its partner in my country;
* I am aware that I may not receive the certificate of attendance and/or the certificate of achievement if I do not follow the aforementioned instructions.
* I am aware that during the sessions pictures may be taken by the organiser (with prior announcement) for advertising purposes (e.g. social media posting). If I do not want to appear in the pictures, I will make sure to switch off my webcam when the organiser announces the photography.
* During the online exam, I agree being filmed and I declare therefore having a functioning webcam. *Without a functioning camera, participants will not be allowed to take the exam*.

*By sending your application form you acknowledge that the House of Training is processing your personal data in order to examine your application and/or organise your training. The House of Training is fully committed to the collection and treatment of your personal data in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR). You have the right to ask the House of Training, as the data controller, for access, for the rectification, for the erasure, for restriction of the processing or for objecting to the treatment of this data. Personal data may be communicated to the partners and the contractual subcontractors (processors) of the House of Training in the delivery of the services relating to the Client’s or the Participant’s request.*

*Data processed by the House of Training concerning participants to its seminars include:*

* *Their application form*
* *Their post-training evaluation form*
* *An attendance list*

*The House of Training has put in place generally accepted standards of technological and organisational means for the purpose of guaranteeing the security of all the personal data it processes.*

*For more details please refer to our information notice on data protection by clicking on the following link:*

[*https://www.houseoftraining.lu/en\_GB/page/protection-des-donnees-personnelles*](https://www.houseoftraining.lu/en_GB/page/protection-des-donnees-personnelles)