GOVERNMENT OF BERMUDA
Department of Workforce Development

Youth Employment Programmes Registration and Application Guidance Notes

Thank you for taking the time to apply for this employment opportunity. Successful applicants can expect to gain well-rounded career exposure with practical hands-on work experience in Government, Corporate, or Nonprofit sectors.

To be eligible for the:

- **Summer Internship Programme (SIP)** applicants must provide proof of Bermudian status, be enrolled in high school and be 16 years of age and no older than 18 years of age as of July 1 of the year of registration.

- **Summer Employment Programme (SEP)** applicants must provide proof of Bermudian status, provide proof of enrolment in college or university as of January 1, of the year of registration, and provide proof of current minimum GPA of 2.7 or equivalent (UK Pass).

Registration dates for these programmes are on the Bermuda Job Board (www.bermudajobboard.bm)

STEP 1 Register on the Bermuda Job Board- Create a profile

HINT: This step can be completed before the registration window opens

1. Select **Candidate Registration** (located next to employer registration and the login option at the top right of the page)

2. Create a profile (note the details below to assist you with completion):

a. **Only fields with a red asterisk must be completed**

b. **Email address:** For *SIP applicants* use an email address that your parent/guardian has access to; this will be the primary mode for programme communication.

c. **Phone number**: For *SIP applicants* the contact number should belong to your parents/guardian. If you have a contact number include it as the "Other" option.

d. **Address:** Your home address must match the address on your bank statement

e. **Social Insurance Number:** ***This is only needed for SEP applicants.*** If you do not have a social insurance number you can apply online at www.social.gov.bm/public-access-signup or call 294-9242.

f. **Current Job Status**: Select "**Looking for Summer Student Position"**

g. **Make Details Private:** Select Yes. (This will ensure that your record will only be viewable by an employer on submission of your application to their job listing.)

3. Select **sign-up** when you have completed steps 2a – 2g.

4. You will receive a confirmation email that will prompt you to "Activate Your Account." **Ensure that you click on the link to enable your account.**

STEP 2 Login to complete "Manage My Record"

Remember to frequently save to avoid losing data if the site timeouts.

HINT: A portion of this step can be completed before the registration window opens)
NOTES:

- Typically, this step requires the completion of ten fields, but in this case, most fields are not applicable.

- Therefore, follow the notes outlined below to assist with the completion of your profile.

- Your profile will only be at roughly 20%-40% completion and that is fine.

1. **Job Preferences:**

   a. Desired Job Type: **Select Intern/Work Experience.**
   b. Desired Job Status: **Select Part-Time.**
   c. Area of Interest: **Select your area of interest.**
   d. **Save your Job Preferences.**

2. **Tertiary (College/University) Education:** Select skip and continue.

3. **Secondary Education**

   a. If you have finished high school, complete this.

   b. If you are currently in high school, skip this.

4. **Experience:** Please list any previous job or volunteer experience.

5. **Skills:** You can select skip and continue or you can complete.

6. **Languages:** Select skip and continue.

7. **References:** Select skip and continue.(You will upload your reference letter(s) separately)

8. **Affiliations:** You can select skip and continue or you can complete.

9. **Supporting Documents:** Upload the following documents to your Bermuda Job Board Profile

Available when registration opens via the Bermuda Job Board Youth Employment Tab www.bermudajobboard.bm

   a. Completed YEP Application Form (NOTE: The address you put here **must** match the address on your bank statement)
   b. Completed *New/ Change Address Form** (NOTE: the signature on this form must be your signature and your home address must match the address on your bank statement)
   c. Proof of Bermudian Status
   d. Official Bank Statement / authorised bank letter

       i. The bank statement/authorised bank letter must display your name, address, account number, and type of account. **(Cross out account balances so it does not display confidential information)**
       ii. All addresses must match. (Bank statement, Applications & New/ Change Address Form)
       iii. You can be the only person on the account or it can be a joint account.

   e. Photo Identification (Bermuda Items: Passport, Youth License or Identification Card)
   f. Resume
   g. Reference Letter (1 letter for SIP Applicants, 2 for SEP Applicants). **Examples include:**

       i. Pastor, Coach, Mentor, Previous Employer, Teacher, Professor

1. Completed New Hire/Personal Data Form (Available when registration opens via the Bermuda Job Board Youth Employment Tab: www.bermudajobboard.bm)

2. Provide a letter or copy of the medical card in the applicant's name. (Health Insurance coverage must be local) If you do not have insurance, continue to apply and email youthemployment@gov.bm.

3. Proof of enrolment in college or university as of January of the year of registration.

4. Proof of current minimum GPA of 2.7 or equivalent (UK Pass).

STEP 3: Fill out Bermuda Job Board Application

(Available when registration opens)

1. Select **"All Jobs"** and search for the job you are eligible for. It will be one of two options:

   a. Summer Internship Programme (for the current year) (High School Students)   OR

   b. Summer Employment Programme (for the current year) (College or University Students)

2. Click on the job and read the job information and requirements carefully.
   a. **Submit all requirements.**

3. Select **Apply Now**

   a. Select the required supporting documentation to be submitted with your application.

   b. Select Submit.

4. A confirmation of your submission will be sent to the email address you used to create your profile.

Additional Notes:

New / Change Address Form

Note: Portions of this form do not require completion. See below to complete the required parts.

1. **Applicant Data** The fields listed below are not required– please leave them blank)

   a. Trading Name

   b. Legal Entity Name

   c. Company Tax ID/Registration Number

   d. Employee Number

   e. SIC Code

Note: The remaining fields in this section (aside from the ones above) are to be completed.

2. **Identification Information** (**All** fields in this section must be completed.)

3. **Identification Information For Businesses** (This section does **not** have to be completed—please leave the entire section blank)

4. **Bank Information** (The fields listed below are **not** required—please leave them blank.

   a. Sort Code/ABA/Transit #

   b. SWIFT Code

   c. IBAN Number

Note: The remaining fields in this section (aside from the ones above) are to be completed

5. **Address:** The address that is listed on this form **<u>must be the same address that is listed on the accompanying bank statement, applications & New/ Change Address Form. All addresses must match.</u>**

6. **Signature:** The authorised person and signature **must be the applicant's name and signature—**not the parent/guardian

> **Please contact the Department of Workforce Development should you need further assistance with setting up your Bermuda Job Board profile and/or submitting your Youth Employment Programme application: 297-7714 or <u>youthemployment@gov.bm</u>.**