



2025 Youth Employment Programme Registration and Application Guidance Notes

PLEASE READ IN FULL AS THE REGISTRATION PROCESS HAS CHANGED

Thank you for taking the time to apply for this employment and youth development 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 June 30, 2025.
- **Summer Employment Programme (SEP)** applicants must provide proof of Bermudian status, proof of enrolment in college or university as of December 1, 2024, and proof of current minimum GPA of 2.7 or equivalent (UK Pass).

Registration will be open on The Department of Workforce Development Website (www.dwd.bm) from December 2nd – December 16th, 2024.

1. Go to www.dwd.bm
 - Select the Explore Careers Tab, and then select Youth Employment Strategy
 - Scroll down to the Youth Employment Programme section:
 - Click on 2025 SIP Application Form if you are a high school student
 - Click on the 2025 SEP Application Form if you are a college/ university student
2. Complete the **entire** application form and upload **all** supporting documents.
 - **You will not be able to submit your application if you do not have the documents ready.**

Supporting Documents: Upload the following documents as part of your application.

- a. Proof of Bermudian Status:** Letter from Department of Immigration / Bermudian Stamp in Passport
- b. Photo Identification** (Bermuda Items: Passport (must be valid), Youth License or Identification Card)
- c. Resume** (may be sent to potential employers)
- d. Reference Letter** (1 letter for SIP Applicants, 2 for SEP Applicants). **Examples include:**
Pastor, Coach, Mentor, Previous Employer, Teacher, Professor

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e. Official Bank Statement / authorised bank letter

- i. The bank statement/authorised bank letter must display your name, address, account number, and type of account from HSBC, Clarien or Butterfield Bank. The account must be in **Bermuda dollars**. **(Cross out account balances to hide confidential information)**
- ii. All addresses must match. (Bank statement, All Application documents)
- iii. You can be the only person on the account or it can be a joint account.
- iv. **NOTE:** If you are a SEP student, you **MUST** have an adult savings account (Not a Junior Savers)

The following item is only required for SIP applicants.

1. **Current Grades:** This is an official transcript/documentation from your educational institution from September 2024 to December 2024.

The following items are only required for SEP applicants.

1. **Proof of Health Insurance:** Letter or copy of the medical card displaying the applicant's name, policy # & certificate # (Health Insurance coverage must be local) If you do not have insurance, continue to apply and email youthemployment@gov.bm.
2. **Proof of enrolment in college or university as of December 2024:** This is an official letter from your educational institution.
3. **Proof of current minimum GPA of 2.7 or equivalent (UK Pass):** This is an official transcript/documentation from your educational institution.
4. **Proof of Social Insurance Number** (letter from the Department of Social Insurance or a copy of your Social Insurance Card): If you do not have a social insurance number, you can apply online at <https://www.social.gov.bm/public-access-signup> or call 294-9292.

SIP Placement Dates:

- June 30 – July 25, 2025

SEP Placement Dates:

- May 5 – July 11, 2025
- May 19- July 25, 2025
- June 9 – August 15, 2025
- June 23 – August 29, 2025

Placement start and end dates are fully confirmed. Applicants must be available to work for the entire placement.

Please email the Department of Workforce Development should you need further assistance with submitting your Youth Employment Programme application: youthemployment@gov.bm.