


# APPLICATION FORM 1

## APPLICATION FORM: GLOBAL TRAINING PROGRAMME 2019-2020 – INTERNSHIP INFORMATION

CORPORATIVE INFORMATION			
Name of the company		UBS	
Contact Person		Patricia Hernandez Soto	Email:
Location	Country	UK	
	City	London	
	Address	5 Broadgate, London, EC2M 2QS	
Sector		Financial Services	
PROPOSED INTERNSHIP INFORMATION			
Number of trainees to host		1	
Extension time (extra months and salary) OPTIONAL  SEE DOCUMENT: "FORM 2_Global Training 2017 extension preliminary agreement"	Extra months		
	Monthly payment for extra months (between 0-1358€/month)	Si al finalizar los 6 primeros meses la empresa y el becario desean prorrogar la estancia, se ofrece la posibilidad de prorrogar 6 meses más	
INTERNSHIP/PLACEMENT INFORMATION			
Department (in case you want more than 1 trainee, indicate the different departments where they will work)		Community Affairs, Comms & Branding.	
Description of project/activities (in case you want more than 1 trainee, indicate the different projects/activities on which they will work)		<p>Administration and relationship management support Community Affairs activities across Europe, Middle East and Africa:</p> <ul style="list-style-type: none"> <li>- Data gathering on Community Affairs activities (charitable donations, volunteering, employee fundraising, communications)</li> <li>- Data analysis and preparation for management reports</li> <li>- Project management – execution and administration of volunteering activities, and Community Affairs events</li> <li>- Assistance in co-ordinating Employee Volunteer award programmes</li> <li>- Assistance with the completion of compliance and due diligence operational matters related to charitable partnerships</li> <li>- Assistance with community partner management (preparing agreements, reviewing evaluations, etc.).</li> <li>- Communications – volunteer and project profiles/case studies; updates to UBS intranet; drafting articles</li> </ul>	
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS			
Requested profile(s) information (Studies, previous experience, language skills, other skills...)		<p>Bachelor degree</p> <p>Strong communication and interpersonal skills</p> <p>Ability to work under pressure and meet strict deadlines</p> <p>Attention to detail</p> <p>Ability to multitask</p> <p>Microsoft Office skills desirable (mainly Excel, PowerPoint and Word)</p> <p>Good command of the English language</p>	
Other commentaries			

**INFORMATION ABOUT THE COMPANY/INSTITUTION**

<p align="center"><b>LOGO</b></p>	
<p align="center"><b>WEBSITE</b></p>	<p><a href="http://www.ubs.com">www.ubs.com</a></p>
<p align="center"><b>INFORMATION ABOUT THE CITY AND THE AREA WHERE THE COMPANY/ISTITUTION IS LOCATED</b></p> <p>(General information about SECURITY, ACCOMODATION, PUBLIC TRANSPORT...)</p>	<p>The role is located in the premises of UBS in the City of London, which is just by Liverpool Street station. UBS has a brand new building with up to date facilities including a restaurant, coffee bar, lounge, conference centre and medical centre. UBS Offices are easily accessible by bus, train, underground, bicycle and etc. Liverpool Street station also has well developed links to main airports.</p> <p>City of London has plenty of options for restaurants, sights and has convenient links to other main entertainment hubs.</p> <p>More information at: <a href="http://www.visitlondon.com/">http://www.visitlondon.com/</a></p>
<p align="center"><b>GENERAL INFORMATION ABOUT THE COMPANY/INSTITUTION</b></p>	<p>UBS provides financial advice and solutions to wealthy, institutional and corporate clients worldwide, as well as private clients in Switzerland. UBS Group is comprised of our Corporate Center and five business divisions: Wealth Management, Wealth Management Americas, Personal &amp; Corporate Banking, Asset Management and the Investment Bank.</p> <p>Headquartered in Zurich, Switzerland, UBS is present in all major financial centers worldwide. It has offices in 54 countries, with about 34% of its employees working in the Americas, 35% in Switzerland, 18% in the rest of Europe, the Middle East and Africa and 13% in Asia Pacific. UBS Group AG employs approximately 60,000 people around the world.</p>
<p align="center"><b>NUMBER OF PEOPLE AT THE COMPANY OR DEPARTMENT WHERE THE TRAINEESHIP WILL TAKE PLAKE</b></p>	<p>EMEA COO area consists of COO Management Office and Cross-Business Development team.</p> <p>EMEA COO area employs 8 people in London and Zurich. UBS employs around 6000 people in London and approximately 60,000 people globally.</p>
<p align="center"><b>MAIN ACTIVITY OF THE COMPANY/INSTITUTION</b></p>	<p>Financial Services: Wealth Management, Personal &amp; Corporate Banking, Asset Management and the Investment Bank.</p>
<p align="center"><b>A BRIEF EXPLANATION OF MAIN PROJECTS</b></p>	<p>Some of the projects you might get involved in are preparing presentations for senior management committees, update the team's database with information about EMEA Priority Clients, organisation of events such as the EMEA Townhall, networking events or cross-divisional workshops. Depending on need you may also get involved in other ad-hoc projects which require coordination and liaising with multiple internal stakeholders.</p>
<p align="center"><b>PREVIOUS COLLABORATION IN INTERNSHIP/TRAINING PROGRAMMES?</b></p>	<p>For the past 3 years we have had interns in our Community Affairs, EMEA Cross-Business Development and in Investment Banking COO Management teams</p>
<p align="center"><b>OTHER COMMENTARIES</b></p>	