


APPLICATION FORM: GLOBAL TRAINING PROGRAMME 2017-2018 – INTERNSHIP INFORMATION

CORPORATIVE INFORMATION			
Name of the company		UBS	
Contact Person		Patsy Francis	Email:
Location	Country	UK	
	City	London	
	Address	5 Broadgate, London EC2M 2AS	
Sector		Financial Services	

PROPOSED INTERNSHIP INFORMATION		
Number of trainees to host		1
Extension time (extra months and salary) OPTIONAL <u>SEE DOCUMENT:</u> <i>"FORM 2_Global Training 2017 extension preliminary agreement"</i>	Extra months	
	Monthly payment for extra months (between 0-1358€/month)	

INTERNSHIP/PLACEMENT INFORMATION	
Department (in case you want more than 1 trainee, indicate the different departments where they will work)	Community Affairs Department, EMEA COO Management Office
Description of project/activities (in case you want more than 1 trainee, indicate the different projects/activities on which they will work)	Support the delivery and management of the EMEA ex-UK Community Affairs programme, including data management (data gathering, evaluation and reporting); communications (profiling activities and employees involved in Community Affairs/volunteering activities; Management reporting – preparing papers for senior management with updates on programme activities Assistance with the execution of EMEA volunteering programs Assistance with completion of compliance and due diligence operational matters Community partner management.
COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Requested profile(s) information (Studies, previous experience, language skills, other skills...)	Bachelor degree Strong communication and interpersonal skills Ability to work under pressure and meet strict deadlines Attention to detail Ability to multitask Microsoft Office skills desirable (mainly Excel, PowerPoint and Word)
Other commentaries	

INFORMATION ABOUT THE COMPANY/INSTITUTION

LOGO	
WEBSITE	www. Ubs.com
INFORMATION ABOUT THE CITY AND THE AREA WHERE THE COMPANY/ISTITUTION IS LOCATED (General information about SECURITY, ACCOMODATION, PUBLIC TRANSPORT...)	<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: http://www.visitlondon.com/</p>
GENERAL INFORMATION ABOUT THE COMPANY/INSTITUTION	<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 & Corporate Banking, Asset Management and the Investment Bank.</p> <p>Headquartered in Zurich, Switzerland, UBS is present in all major financial centers worldwide. It hha as offices in 54 countries, with about 34% of its employeeess w working in the Americas, 35% in SSwitzerland, 18% in the rest of Europe, the Middle East andd A Africa and 13% in Asia Pacific. UBBSS Group AG employs approximately 60,000 people around tthe world.</p> <p>Please see attached slides. Within the Community Affairs team there are 8 employees, (comprising part and full time, permanent and contract staff) who are responsible for managing Community Affairs activities in Europe Middle East and Africa.</p>
MAIN ACTIVITY OF THE COMPANY/INSTITUTION	Financial Services: Wealth Management, Personal & Corporate Banking, Asset Management and the Investment Bank

A BRIEF EXPLANATION OF MAIN PROJECTS	Please see attached slides (Community Affairs).
PREVIOUS COLLABORATION IN INTERNSHIP/TRAINING PROGRAMMES?	We currently have an intern on the Global Training program based in the Community Affairs department of UBS in London.
OTHER COMMENTARIES	