



## 2023 Summer Internship Programme Registration Guidance Notes

The Summer Internship Programme is a paid internship that occurs during the month of July. Successful interns can expect to gain well-rounded career exposure with practical hands-on work experience in their desired sector of the local business community. To be eligible, internship applicants must hold Bermudian status and be enrolled in high school. Applications will open on the Bermuda Job Board ([www.bermudajobboard.bm](http://www.bermudajobboard.bm)) Monday, February 27<sup>th</sup> to Friday, March 31<sup>st</sup>. Interested applicants must apply via the Bermuda Job Board. Hard copy applications will not be accepted.

Note the guidelines below for setting up a Bermuda Job Board profile and for details on the documentation required:

### **STEP 1 Register on the Bermuda Job Board**

(can be completed prior to the registration period, save frequently to avoid losing data)

- Select **Candidate Registration** (located next to employer registration and the login option at the top right of the page)
- Create your profile (note the details below to assist you with profile completion):
  - **Only fields with a red asterisk must be completed**
  - For the email address field, it is recommended that you use an email address that your parent/guardian has access to or that you frequently check—email correspondence will be time sensitive and ongoing. Email correspondence is the primary mode for programme communication
  - Phone number should be the parents'/guardians' numbers. If the applicant has a contact number include it as the "Other" option
  - **Social Insurance Number:** if the applicant is of age to apply for a social insurance number that is encouraged. If underage/without a number enter 000000 in this field to continue
  - **Current Job Status:** must be changed to "Looking for Summer Student Position"
  - **Make Details Private:** select Yes (selecting yes ensures that your record is only viewable by an employer on submission of your application to their job listing)
- Upon completion select signup
- You will receive a confirmation email that will prompt you to "Activate Your Account." Ensure that you click on the link to activate and enable your account

### **STEP 2 Login to complete "Manage My Record"**

(a portion of this step can be completed prior to the start of registration)

- Typically, this step requires the completion of nine fields. If the applicant plans to apply to additional internships/jobs/opportunities via the Bermuda Job Board then they should aim to complete their profile and

include as much information as is required in each of the nine fields. Most of the fields are not currently applicable to high school students; therefore, if the applicant is only applying to the Summer Internship Programme then a modified profile is encouraged with minimal details included. Follow the notes outlined below to guide completion of the modified profile (note that the modified profile will only be at roughly 11%-40% completion—that is fine). Remember to frequently save to avoid losing data:

- **Job Preferences:**
  - Desired Job Type: Select Intern/Work Experience
  - Desired Job Status: Select Part-Time
  - Save Job Preferences
- **Tertiary Education:** select skip and continue
- **Secondary Education:** you can skip and continue or you can complete, if completing follow the example provided when selecting graduation date (future dates can be entered)
- **Experience:** Enter details **ONLY** if you had a prior placement in the Summer Internship Programme or have or have had a school assigned internship placement
- **Skills:** select skip and continue
- **Languages:** select skip and continue
- **References:** select skip and continue
- **Affiliations:** select skip and continue
- **Supporting Documents:** attach the listed document on submission of your application:

Available February 27<sup>th</sup>  
via the Bermuda Job  
Board Resource Page  
and job listing:  
[www.bermudajobboard.bm](http://www.bermudajobboard.bm)

- Completed Application Form

### **STEP 3: To Apply**

(available February 27<sup>th</sup> – March 31<sup>st</sup>)

- Select “All Jobs” and search for the job titled: Summer Internship Programme, Department of Workforce Development
- Click on the job and read the job information and requirements carefully
- Access the application form from the Bermuda Job Board Resource Page (gray box at the right midpoint of the page)
- Upload the completed application form to your Bermuda Job Board supporting documents
- Select Apply Now
  - Indicate in the dropdown where you learned of this opportunity
  - You should see all of your supporting documents listed; select your completed application form
  - Select Submit

- You will receive confirmation of your application submission to the email address you listed in your candidate profile

**Additional Documents Required On Selection ONLY**

(Applicants will be notified on April 3<sup>rd</sup> of participation status)

On selection as a 2023 Department of Workforce Development Summer Intern you will be required to provide additional supporting documentation:

Applicants will be provided with these documents for completion.

- Completed Medical Release Form
  - Completed New Address Book Form
  - \*Bank Summary Statement (refer to the additional notes section for the details that must be included in this document)
  - Photo Identification (Bermuda Passport, Bermuda Youth License or Bermuda Identification Card)
- 121

**Additional Notes:**

The following documents are required on selection to the Summer Internship Programme:

**New Address Book Form** (you will be provided with this document for completion)

- There are portions of this form that do not require completion. Please follow the guidance below to accurately complete the required parts:

**Applicant Data Section** (the fields listed below are not required—please leave them blank. The remaining fields are to be completed)

- Trading Name
- Company Tax ID/Registration Number
- Social Insurance Number (if under 16)
- Employee Number
- SIC Code

**Identification Information** (all fields in this section must be completed)

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

**Bank Information** (the fields listed below are not required—please leave them blank. The remaining fields are to be completed)

- Sort Code/ABA/Transit #
- SWIFT Code
- IBAN Number

**Address:** the address that is listed on this form must be the same address that is listed on the accompanying bank statement

**Signature:** the authorized person and signature **must be the summer intern's name and signature**—not the parent's/guardian's

### **Bank Statement**

- The bank statement/authorized letter must display the intern's name, address (which must match the address included on the New Change Vendor Form), account number, and type of account.
- The intern can be the sole person on the account or it can be a joint account (the balances can be obscured)

Please contact the Department of Workforce Development should you require further assistance with setting up your Bermuda Job Board profile and/or submitting your Summer Internship Programme application: 297-7714 or [sipinfo@gov.bm](mailto:sipinfo@gov.bm).