To be sent back to the House of Training-ATTF contact in your country

**by Friday 15 August 2025**

Please be aware that only **fully completed forms** will be considered.

Please save your application in the following format:

**Two letter country code\_RISK CERTIFICATION\_Family name**

**APPLICATION FORM**

**CERTIFICATION PROGRAMME: RISK MANAGEMENT IN BANKING**

|  |  |
| --- | --- |
| Dates: | Online sessions on 17 and 18 November 2025Face-to-face sessions in Luxembourg from 24 November to 5 December 2025Online exam to be taken between 5 and 12 December 2025 |

PERSONAL INFORMATION

|  |  |
| --- | --- |
|

|  |
| --- |
| [ ]  Mr [ ]  Ms  |

 |
| Given name |  |
| Family name |  |
| Company |  |
| Job title |  |
| Country  |  |
| E-mail\* |  |
| \* This **must** be the email address with which the candidate will attend the online course.  |
| **Visa for the Schengen Area** | [ ]  Not required | [ ]  Required and I need to request one | [ ]  Required but I already have a valid one |
| If you need a visa to enter Luxembourg, please send a scan of your passport with your application and provide hereafter the following information:* Your passport number:
* Validity date:
* Your birth date:

If you already have a valid visa for the Schengen Area, please provide its validity date:* Validity date:

The face-to-face sessions in Luxembourg will last from Monday 24 November to Friday 5 December included, which means that you will have to arrive in Luxembourg by Sunday 23 November at the latest and depart by Saturday 6 December at the earliest. Please make sure that your visa covers this entire period. If you need a visa, we will provide you with an invitation letter that you can submit together with your visa request at the competent embassy or consulate. |

**ENGLISH LANGUAGE COMMAND**

Faculty of handling the language. Please mark from 1 *(poor)* to 5 *(excellent)*:

|  |  |  |
| --- | --- | --- |
| Understanding | Speaking | Writing |
|  |  |  |

If you have an international language certification (Common European Framework of Reference (CEFR), Cambridge (CEC), TOEFL, etc.), please note your level:

|  |
| --- |
|  |

STUDIES

|  |  |
| --- | --- |
| Degree obtained | Major subjects |
|  |  |

Trainings Attended (related to this course)

|  |  |  |
| --- | --- | --- |
| Institution | Subject | Duration |
|  |  |  |
|  |  |  |
|  |  |  |

EMPLOYMENT

Please list your last three positions starting with the current / most recent one:

|  |  |  |
| --- | --- | --- |
| Position | Company | Number of years |
|  |  |  |
|  |  |  |
|  |  |  |

EXPERIENCE

Please indicate the number of years you have been working in the banking and financial sector:

[ ]  Less than 1 year

[ ]  1 to 5 years

[ ]  More than 5 years

Please provide **further details about the daily work** involved in your present position, emphasising the relation to the subject of this training course, if any.Please also indicate which **career perspectives** you see for yourself in the medium-term. (max. 120 words)

|  |
| --- |
|  |

Please explain your **motivations** to apply for this training course. (max 120 words)

*This question is mandatory. If you do not explain your motivations, your application will not be considered.*

|  |
| --- |
|  |

Please list your main **expectations** from this training course. (maximum 3)

|  |
| --- |
|  |

[ ]  I would like to attend this online programme and declare that:

* I have the following necessary technical equipment to participate fully in the online sessions of the course: a PC, stable internet connection, microphone and a webcam;
* I will keep my webcam on to promote interaction and make sure that I won’t be disturbed during the course;
* I will make sure in advance that the connection to the online platforms for the e-learning module and the online course and exam will not be blocked by any company’s firewalls or other restrictions and will discuss any solutions with my dedicated IT department;
* I have read the course content, I will finish the e-learning module before 17 November 2025, I will attend all the online and face-to-face sessions of the course, and I will make sure I am free of any professional and personal obligation during the online sessions of the course;
* I will write the exam by 12 December 2025 at the latest;
* If I am not able to be present at some point, I will immediately inform the House of Training (or the trainer if the course has already started) and its partner in my country;
* I am aware that I may not receive the certificate of attendance and/or the certificate of achievement if I do not follow the aforementioned instructions.
* I am aware that during the sessions, pictures may be taken by the organiser (with prior announcement) for advertising purposes (e.g. social media posting). If I do not want to appear in the pictures, I will make sure to switch off my webcam when the organiser announces the photography during an online session or step out of the range of the camera during a face-to-face session.
* During the online exam, I agree being filmed and I declare therefore having a functioning webcam. *Without a functioning camera, participants will not be allowed to take the exam*.

*By sending your application form you acknowledge that the House of Training is processing your personal data in order to examine your application and/or organise your training. The House of Training is fully committed to the collection and treatment of your personal data in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR). You have the right to ask the House of Training, as the data controller, for access, for the rectification, for the erasure, for restriction of the processing or for objecting to the treatment of this data. Personal data may be communicated to the partners and the contractual subcontractors (processors) of the House of Training in the delivery of the services relating to the Client’s or the Participant’s request.*

*Data processed by the House of Training concerning participants to its seminars include:*

* *Their application form*
* *Their post-training evaluation form*
* *An attendance list*

*The House of Training has put in place generally accepted standards of technological and organisational means for the purpose of guaranteeing the security of all the personal data it processes.*

*For more details, please refer to our information notice on data protection by clicking on the following link:*

[*https://www.houseoftraining.lu/en\_GB/page/protection-des-donnees-personnelles*](https://www.houseoftraining.lu/en_GB/page/protection-des-donnees-personnelles)