



## Professional Excellence in Financial Services Bridging Program

We are currently accepting applications for the Professional Excellence in Financial Services (EFS) Bridge Training Program for Internationally Trained Professionals.

**APPLICATION DEADLINE:** Applications are being accepted & reviewed on an on-going basis. Spaces are limited; do not wait to apply!

Please review all eligibility criteria before submitting your application. For inquiries, please contact the Bridge Training Program Team at: [bridging@senecacollege.ca](mailto:bridging@senecacollege.ca) or **416.491.5050 ext. 77337**

---

### ELIGIBILITY CRITERIA

To apply for Seneca College's EFS Bridge Training Program, applicants must meet the following minimum criteria:

1. Applicants are internationally trained individuals with a post-secondary Degree or Diploma from an accredited institution outside of Canada.
2. Applicants are Ontario residents who are internationally trained Canadian Citizens, Permanent Residents, or Convention Refugees.
3. Applicants have a Canadian Language Benchmark (CLB) Assessment score of a minimum of Level 7.

---

### APPLICATION PROCESS (please see page 2 for more detail)

Please email the following documents to [bridging@senecacollege.ca](mailto:bridging@senecacollege.ca), with the subject line of "EFS Application for [Your Full Name]:"

1. Completed Application Form (see following pages)
2. Letter of Interest / Cover Letter
3. Chronological Resume
4. Immigration Status Documentation
5. Copies of Academic Credentials (Degrees, Diplomas, and/or Certificates)
6. Copies of Credential Assessment (if available at the time of application)
7. Proof of CLB Assessment

---

### IMPORTANT NOTICE:

- Your application is not complete until all documentation has been submitted.
- Please do not issue original copies of documentation – photocopies are acceptable.
- Please complete each submission to the best of your ability as this is a competitive application process.

**1. Completed Application Form:** (see following pages)

Please answer every question in full to the best of your ability.

**2. Letter of Interest:**

Your letter of interest should be 1 page, single spaced and address the following questions:

- Why are you interested in the EFS Program?
- What relevant experience do you have?
- Why do you think you are a good candidate for the EFS Program?

**3. Chronological Resume:**

Your resume must be updated, detailed and chronological (most recent experience, first). Ideally, your resume should be 2 full pages in 11 or 12 size font. Please be sure to include the following:

- All employment that you have held, whether in your field or not, with clear bullet point explanations of your responsibilities and accomplishments.
- All academic qualifications (exact names of Degrees, Diplomas, and/or Certificates), including any education completed in Canada, with dates.
- Professional memberships, licenses, designations, etc.
- Any professional training or skills upgrading that you have completed in or outside of Canada including names of institutions and dates attended.
- Software that you are familiar with and your proficiency level (basic, intermediate, or advanced)

**4. Immigration Status:**

Submit a copy of one of the following: Citizenship Card, Canadian Passport, Permanent Resident Card, or Proof of Refugee Status.

**IMPORTANT:** If applicable, please include your Immigration identification number (8-digit numeric Client ID number; IMM 5292, IMM 5509 or IMM 5688 number; Temporary Residence Permit number; or Ministerial Permit number).

**5. Copies of Academic Qualifications:**

Provide a proof of all of your academic credentials, (copies of any Diplomas, Degrees and/or Certificates).

**6. Academic Credential Assessment:**

If you have a credential assessment available at the time of submission, please include a copy of these results in your application. For more information about credential assessment services, please visit World Education Services at [www.wes.org/ca](http://www.wes.org/ca)

**7. CLB Assessment:**

Provide proof of completion of a Canadian Language Benchmark Assessment at Level 7.

CLB Assessments are free for Permanent Residents, Convention Refugees and Canadian Citizens. For more information and to book an appointment, please contact the YMCA of Greater Toronto at (416) 925-5642 or visit the Centre for Canadian Language Benchmarks website at [www.language.ca](http://www.language.ca) for a list of Assessment Centres in Ontario.

Please be advised that there is considerable demand for this program and due to the limited number of seats, selection of students follows a competitive process. Shortlisted candidates will be invited meet with program staff to assess if they are the right fit for the program.



Professional Excellence in Financial Services Bridging Program

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit #/Apt \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Telephone #: \_\_\_\_\_ Secondary Telephone #: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Please answer **all** questions and provide detail where required.

- 1. Are you legally eligible to work in Canada?     YES     NO
- 2. What is your immigration status?  
 Permanent Resident (PR)     Canadian Citizen (CC)     Convention Refugee (CR)
- 3. What date did you arrive in Canada? (mm/dd/yyyy) \_\_\_\_/ \_\_\_\_/ \_\_\_\_
- 4. What is your **primary** professional area of expertise or specialization?

\_\_\_\_\_

- 5. If applicable, what are your other areas of expertise of specialization? Please rank in order from highest to lowest.

\_\_\_\_\_

6. How many years of experience do you have in your field?

7. Have you ever worked in your professional field or a related field in Canada? Include seasonal work, part-time, temporary, etc.

YES       NO

8. If yes, please specify: (if you require more space, please attach on a separate sheet of paper)

Name of Employer/ Organization: \_\_\_\_\_

Start Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_      End Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_

Brief description of your role and responsibilities:

Name of Employer/ Organization: \_\_\_\_\_

Start Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_      End Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_

Brief description of your role and responsibilities:

9. Are you currently or have you ever participated in any other bridging or employment program(s), job search workshop(s), resume and interview coaching workshop(s), etc.?

YES       NO

10. If yes, please specify: (if you require more space, please attach on a separate sheet of paper)

Name of the organization: \_\_\_\_\_

Name of the program/course/workshop: \_\_\_\_\_

Start Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_      End Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of the organization: \_\_\_\_\_

Name of the program/course/workshop: \_\_\_\_\_

Start Date (mm/dd/yyyy): \_\_\_\_/ \_\_\_\_/ \_\_\_\_      End Date (mm/dd/yyyy): \_\_\_\_/ \_\_\_\_/ \_\_\_\_

11. Do you currently hold any professional licenses, certifications or designations?

YES       NO

12. If yes, please specify:

13. If no, do you plan to apply for any professional licenses, certifications or designations?

YES       NO

14. If yes, please specify:

15. In the past year, what steps have you taken to gain employment in your field? Please be specific as to which strategies you have used, and how much time you spend on job searching:

16. How did you hear about the EFS Bridging program? Please be specific.

I, the undersigned, certify that the information contained in this application has been completed by myself, the applicant, and is true and complete, to the best of my knowledge.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/ \_\_\_\_/ \_\_\_\_

Thank you for completing this application, and for your interest in Seneca's Professional Excellence in Financial Services Bridging Program.