

Career Section User Manual for Applicants



BRAC BANK
ব্র্যাক ব্যাংক

With Us, Opportunities don't happen
You create them

Agenda

- 1.Viewing Job Vacancies on Career Portal
- 2.Candidate Application Process

1. Viewing Job Vacancies on Career Portal

Go to BRAC Bank's Website (<https://www.bracbank.com/>)

<https://www.bracbank.com>



Search:



[About BRAC Bank](#) | [SME Banking](#) | [Retail Banking](#) | [Wholesale Banking](#) | [TARA Women's Banking](#) | [Digital Banking](#) | [Media & Information](#) | [Career](#) | [Contact Us](#)

REALIZING POTENTIAL

Believe in yourself, because your contribution can bring revolutionary changes in the world. BRAC Bank Limited is introducing a specialised women's banking solution "TARA" only for you - to unleash your potential!

TARA
REALIZING POTENTIAL

Details>

IMPORTANT NOTICE

[\(click here for more information\)](#)



Foreign Currency Rates (02/07/2017)

Currency	Buying	Selling
USD	79.8000	81.3000
EUR	90.5216	93.9028
GBP	102.5236	106.2501

[View complete list](#)

Locate our outlets/ATM

Branch Locations

Apply for

Individual Loan



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1. Viewing Job Vacancies on Career Portal

Go to Career Section → Available Jobs



Search: >

- About BRAC Bank
- SME Banking
- Retail Banking
- Wholesale Banking
- TARA Women's Banking
- Digital Banking
- Media & Information
- Career**
- Contact Us

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BRAC BANK TARA REALIZING POTENTIAL

Details>

1 2 3 4 5 6 7



Candidates can search, Sign In, Apply for the job, save job or share on social networking sites →

Welcome. You are not signed in.

[Sign In](#)

[Job Search](#)

[My Jobpage](#)

Job Field

Location

Keyword

Q

[View All Jobs](#)
[Advanced Search](#)

Job Openings 1 - 12 of 12

▼ Posting Date

[+ Save this Search](#)

Multi-line ?

Sort by

Relevancy ▼

Descending ▼

► Location

▼ Job Field

Job Function

- Human Resources (8)
- Finance Division (1)
- Company Secretariat & RA (1)
- Operations (1)
- Wholesale Banking Division (1)

[See all job fields](#)

▼ Job Type

- Standard (10)
- Internship (2)

Position Title

Posting Date

Unposting Date

Actions

! Officer, AML & NBR Correspondence

10-06-2017

08-09-2017

[Apply](#) ⋮

Intern

27-03-2017

[Apply](#) ⋮

Unit Head, Local Corporate

23-03-2017

[Apply](#) ⋮

! Intern

22-03-2017

[Apply](#) ⋮

! Associate Manager, Fulfillment & Disbursement-SME

20-03-2017

[Apply](#) ⋮

Relationship Manager

18-03-2017

[Apply](#) ⋮

! Sr. Manager, Trade Operations

13-03-2017

[Apply](#) ⋮

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2. Candidate Application Process

Welcome. You are not signed in. [Sign In](#)

[Job Search](#) [My Jobpage](#)

Job Field **Location** **Keyword** [View All Jobs](#)
[Advanced Search](#)

Job Openings 1 - 12 of 12

▼ Posting Date

► Location

▼ Job Field

Job Function

- Human Resources (8)
- Finance Division (1)
- Company Secretariat & RA (1)
- Operations (1)
- Wholesale Banking Division (1)

[See all job fields](#)

▼ Job Type

- Standard (10)
- Internship (2)

▼ Job Level


[Save this Search](#) Sort by Location Descending [Multi-line](#) ?

Position Title	Posting Date	Unposting Date	Actions
Relationship Manager	18-03-2017		Apply
! Sr. Manager, Trade Operations	13-03-2017		Apply
Officer-Asset Operations	26-02-2017		Apply
Manager, HR Services	05-02-2017		Apply
Associate Manager, HR Service Delivery Desk	04-02-2017		Apply
Associate Manager, HR Service Delivery Desk	17-12-2016		Apply
Associate Manager, HR Service Delivery Desk	05-12-2016		Apply

Privacy Agreement

Welcome. You are not signed in.

[Sign In](#)



[Printable Format](#)

Privacy Agreement

Welcome to Careers at BRAC Bank Limited, the BRAC Bank Limited recruitment website or the site. Our Privacy Statement is designed to describe the treatment of information that may be provided or collected through this website when you apply for a position with BRAC Bank Limited through the Website. By accessing our Website, you consent to our policies and practices and the amendments from time to time with regard to the collection and usage of your data and information. Your access and use of this Site (including the use of personal information through the online search and job application functions of this Site) is subject to:

Careers at BRAC Bank Limited Privacy Policy

"I have read and acknowledge the Careers at BRAC Bank Limited Privacy Policy, and the Terms of Use documents and agree and consent that the personal data I provided in the course of the job application process may be collected, used, disclosed and processed by BRAC Bank Limited for the purposes mentioned in the documents." By clicking the "I Accept" button below, I indicate my acceptance to these the aforementioned policies. By clicking the "I Decline" button below, I indicate I do not agree and do not wish to use the online search and job application functions of this Site.



Login Page

Welcome. You are not signed in.

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)

[Forgot your password?](#)

or Sign in with:



Login | New User

Login or Register as New User if you are visiting the site for the first time

Resume Upload

1. Read the instructions here to upload your resume

Job Search My Jobpage

General Profile Step 1 out of 7

Resume Upload Personal Information Education Employment History Certifications File Attachments Review and Submit

Save and Continue

Resume Upload

Resume Upload

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a resume, you will need to fill out the online submission manually.

- I do not want to upload a resume.
- I want to upload a resume.

2. Click **Choose File** to upload the resume

Select the resume file to upload

No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

Uploading a resume

To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

Resume Upload

3. You can see your job submission status in this progress bar

Job Search My Jobpage

General Profile Step 1 out of 7

Resume Upload Personal Information Education Employment History Certifications File Attachments Review and Submit

Save and Continue

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- I want to upload a resume.

Select the resume file to upload

Choose File No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

4. Click **Save & Continue** to proceed to the next stage

Uploading a resume

To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

Personal Information

Job Search

My Jobpage

General Profile

Step 2 out of 7 | [Print](#)



Save and Continue

Personal Information

Source Tracking

Please indicate how you heard about the job opportunities available within our organization.

*Source Type

BRAC Bank's Website ▾

*BRAC Bank's Website
Career Section

Personal Information

Please enter all relevant personal information in the fields below.

*First Name

Hamida

Middle Name

Last Name

Banu

*Father's Name

Max. 100 Characters

*Mother's Name

Max. 100 Characters

*Date of Birth

09 ▾ 03 ▾

1989 ▾

Email Notifications

When you select the checkbox, the system sends an email notification whenever a new position matching the profile is posted.

Fill out all the necessary personal information and the mandatory fields that has been marked with a “*” and click **Save & Continue**

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Personal Information Continued...

***Primary Number**

Home Phone ▼

Mobile Number Work Phone Number Home Phone Number

***Email Address**

Identification Details

***National Identifier / NID** [Edit](#) Smart Card Number

Passport Number Birth Certificate Number

Job Information

Current Compensation ? Expected Compensation ?

Present Work Location ***Preferred Location** ▼

Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Send an email notification whenever a new position matching this profile is posted.

Save and Continue

Fill out all the necessary personal information and the mandatory fields that has been marked with a “*” and click **Save & Continue**

Questionnaire

Job Search My Jobpage

Applying for: **Manager-Enterprise Network Service (Job Number: 17000013)** Step 3 out of 10 | [Print/Email](#)

Initial Question General Questions Education Employment History Certifications and Trainings Accomplishments File Attachments eSignature

Save and Continue Save as Draft Quit

General Questions

Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

* 1. Have you attended any Written Test/Interview at BRAC Bank Ltd within last 6 months?

Yes
 No

4. Click **Save & Continue** to proceed to the next stage

Save and Continue Save as Draft Quit

Respond to all the Questions with appropriate answers and Click on **Save and Continue** to proceed.

Education Details

Job Search My Jobpage

General Profile Step 3 out of 7 | Pri

Resume Upload Personal Information Education Employment History Certifications File Attachments Review and Submit

Save and Continue

Education

Education

List your educational qualifications below in a chronological way i.e. the first qualification achieved first. You must specify 3 education entries.

Education 1

*Education Level
Bachelor's Degree

Degree / Program
Bachelor of Business Administration

*Major / Concentration
Marketing [Select](#)

*Institution
Northern University [Select](#)

Starting Year
Month Year

Board Name
Not Specified

Second Major/Minor
Not Specified

*Passing Year
02 2015

Anticipated Graduation Date

Please enter the details of SSC, HSC and Graduation or equivalent degree details mandatorily and Save & Continue to move to the next phase

Adding education entries
To create one education, click "Add Education". A new section including blank fields appears. Enter any relevant information.


Removing education entries
To remove an education from the list, identify it, then click "Remove Education".

Reordering education entries
To reorder education entries, click "Move Up" or "Move Down" next to each entry until the relevant education reaches the desired position.

Employment History

[Job Search](#) [My Jobpage](#)

General Profile Step 4 out of 7 | [Print](#)



Employment History

Work Experience

List your work experiences below starting with the most recent one.

Work Experience 1

*Employer

[Select](#)

Job Function

[Select](#)

*Sector of Employment

Not Specified ▼

*Designation

Start Date

Month ▼ Year ▼

Current Job

End Date

[Not Specified](#)

*Job Description

Adding work experience entries

To create one work experience, click "Add Work Experience". A new section including blank fields appears. Enter any relevant information.

Removing work experience entries

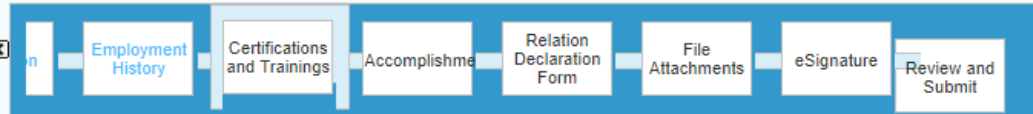
To remove a work experience from the list, identify it, then click "Remove Work Experience".

Reordering work experience entries

To reorder work experience entries, click "Move Up" or "Move Down" next to each entry until the relevant work experience reaches the desired position.

Please enter the employment details (if any) and **Save & Continue** to move to the next phase. Please do not mention internship or part time job as an experience

Certifications and Licenses



Save and Continue Save as Draft Quit

Certifications and Trainings

Certifications/Trainings

Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.

Certification/Training

Certification/Training

[Select](#)

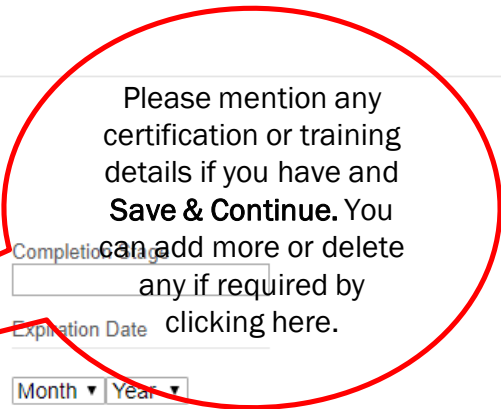
Issuing Organization

Issue Date
Month ▾ Year ▾

If this certification will be received in the future, enter the expected issuing date.

[Remove Certification/Trainings](#)

[Add Certification/Trainings](#)



Adding Certification/Trainings

To add a certification, click "Add Certification". A new section including blank fields appears. Enter any relevant information.

Removing Certification/Trainings

To remove a certification from the list, identify it, then click "Remove Certification".

Re-ordering Certification/Trainings

To reorder certification entries, click "Move Up" or "Move Down" next to each entry until the relevant certification reaches the desired position.

Accomplishments

Job Search My Jobpage

Applying for: **Manager-Enterprise Network Service (Job Number: 17000013)** Step 7 out of 10 | [Print/Email](#)

Progress: [Previous Steps] | **Accomplishment** | [Next Steps]

Save and Continue Save as Draft Quit

Accomplishments

Additional Information

Please enter your awards and accomplishment details and other information (if any) that will help us in evaluating your job application better.

Extra Co-Curriculars
Please mention your Associations / Memberships / Co-curriculars

1. Associations or Membership

Roles & Responsibilities Accomplishments & Achievements

2. Associations or Membership

Multiple selections
To (de)select multiple options using a PC, hold down the Ctrl key and click all relevant values (for Mac, use the Command key).

Please mention details of any Associations, Memberships or Extra Co-curriculars and click on **Save & Continue**.

Relation Declaration Form

Home | Employment History | Certifications and Trainings | Accomplishments | Relation Declaration Form | File Attachments | eSignature | Review and Submit

Save and ContinueSave as Draft

Relation Declaration Form

Relation Declaration Form

Any new joiner related to any current staff of BRAC Bank Limited, or any current staff having an applicable change in related status, should fill out this form and submit to BRAC Bank Human Resources Division. Relative: Spouse, Child, Parent, Brother, Sister, Grandparent/son/daughter, Cousin, Aunt, Uncle, Niece, Nephew, and In-Laws (Brother, Sister, Grandparent/son/daughter, Cousin), or Step-relatives (Child, Parent, Brother, Sister)

Relation Declaration Form

<p>Relation <input type="text" value="Personal"/></p> <p>First Name <input type="text" value="asdd"/></p> <p>Relationship <input type="text" value="dg"/></p> <p>Division <input type="text" value="ere"/></p> <p>Location</p> <p>Country <input type="text" value="Bangladesh"/></p> <p>State/Province <input type="text" value="Barisal"/></p> <p>Region <input type="text" value="Barguna"/></p> <p>Email Address <input type="text" value="sdfefg"/></p> <p>Department <input type="text" value="sdfefg"/></p>	<p>Last Name <input type="text" value="asd"/></p> <p>How long have you known this person? <input type="text" value="Not Specified"/></p> <p>Position (or) Job Title <input type="text" value="fgr"/></p> <p>PIN <input type="text" value="1214"/></p>
---	---

Adding references
To create a reference, click "Add Reference". A new section including blank fields appears. Enter any relevant information.

Removing references
To remove a reference from the list, identify it, then click "Remove Reference".

Reordering references
To reorder reference entries, click "Move Up" or "Move Down" next to each entry until the relevant reference reaches the desired position.

Please mention details of the form and click on **Save & Continue.**

File Attachments (Attach other documents, if required)→

Job Search My Jobpage

General Profile Step 6 out of 7 | [Print](#)

Resume Upload Personal Information Education Employment History Certifications **File Attachments** Review and Submit

Save and Continue

File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

If you have already attached the relevant files for the application, please scroll down the page and mark at least one file as 'Relevant' by clicking on the checkbox.

Please attach your Passport size Photograph mandatorily.

Select the file to attach

Choose File No file chosen

Comments about the file

Attach

Please attach your **Passport Size Photograph** mandatorily and mention the file name in the comment section

Tips

You cannot attach a file that exceeds the allocated limit of 1024 kilobytes.

You can attach a maximum of 10 files, one at a time.

The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zip).

Attaching files

To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".

eSignature

Job Search My Jobpage

Applying for: **Manager-Enterprise Network Service (Job Number: 17000013)** Step 9 out of 10 | Print/Email

↓

Education Employment History Certifications and Trainings Accomplishments File Attachments eSignature Review and Submit

Save and Continue Save as Draft Quit

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

By providing my e-signature below, I hereby certify and confirm that all of the information I have provided is complete and accurate to the best of my knowledge. I realize that providing any inaccurate or incomplete information may result in corrective action up to and including disqualification from consideration of my candidature and, if appointed, my employment will be subject to appropriate disciplinary measure.

I accept that my electronic signature is legally obligatory and equivalent to my handwritten or manual signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

I further accept that the use of a key pad, mouse or other device to select or fill out information, item, button, check box, icon or any similar act/action, or in accessing agreement, acknowledgement, consent terms, disclosures or conditions, or in making any change in my job application constitutes my signature (hereafter referred to as "E-Signature"), will refer to the acceptance and agreement as if actually signed in writing by me. I also agree, no certification authority or other third party verification is required to validate my E-Signature and in such case, lack of such verification will not have any impact on the enforceability of my E-Signature or any resulting contract between "I" and "BRAC Bank Limited".

Please mention your eSignature here

Do Not E-Sign Until You Have Read The Above Statement


By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.


Please enter your full name:
harshitconsul@kpmg.com

Review Page

[Job Search](#) [My Jobpage](#)

General [Go to the section Job Search](#) Step 7 out of 7 | [Print](#)



 [Submit](#)

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information Edit	
Source Tracking	
Source Type	BRAC Bank's Website
Source	Career Section
Personal Information	
Hamida Banu house 23 Road 3,sector 5 Uttara, 1230 anika_102@yahoo.com	
Father's Name	Hamida's Father
Mother's Name	Hamida's Mother
Date of Birth	09-03-1989
Gender	Female
Religion	Islam
Blood Group	A-
Marital Status	Married

Please review your entire profile and submit your application to proceed.

Thank You Page

[Job Search](#)

[My Jobpage](#)

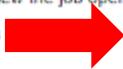
Thank You

Task Completed

Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, a member of our human resources department will contact you.

We invite you to view the job openings available in our Career section and to further explore the functionalities of your account.

[View My Submissions](#)



My Submissions Page

Hamida Banu, you are signed in. | [My Account Options](#)

[My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#)

[My Jobpage](#)

[My Submissions](#)

[My Job Cart](#)

[My Saved Searches](#)

My Submissions (1 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page:

25 ▼

Completed Submissions

 **Customer Relations Officer, Small Business** [□] - Full-time

Bangladesh

Job Number: 1700007M

Job Status: Active (Accepting Job Submissions)

Submission Status: Completed – Updated: 27-04-2017

[View Submission](#)


Candidate Profile


Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.

[Access my profile](#)

Icon legend

More information

 Draft submission

 Completed submission

My Submissions - Page 1 of 1 [Previous](#) | **1** | [Next](#)

You can see your job submission details here.

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Confirmation Email to you!

The screenshot shows an email client interface with a purple header bar. The left sidebar contains folders: Inbox (1021), Drafts (63), Sent, Spam (3) [Empty], Trash [Empty], and My Folders [Edit]. The main content area displays an email from "Customer Relations Officer, Small Business-1700007M at BRAC Bank Limited". The email header shows "From: 'BRAC Bank Human Resources' <hr-s01bracbank@invalidemail.com>" and "To: hamida banu<hamida@email.com>". The body of the email reads: "Dear Hamida, We have received your application for the position of Customer Relations Officer, Small Business (1700007M) and are currently reviewing your experience and qualifications. If you would like to review your candidate file, [click here](#). User Name: Hamida If your profile corresponds to our requirements, a member of our Human Resources team will contact you soon. We thank you for your interest in BRAC Bank. Best regards, Human Resources Division BRAC Bank Limited *****Replies to this message are undeliverable and will not reach the Human Resources Department. Please do not reply.*****"

After successful completion of the submission you will receive a confirmation email in your registered email address



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Wish you good luck!
Thank you!