

Japan Campus Recruitment Application Guide

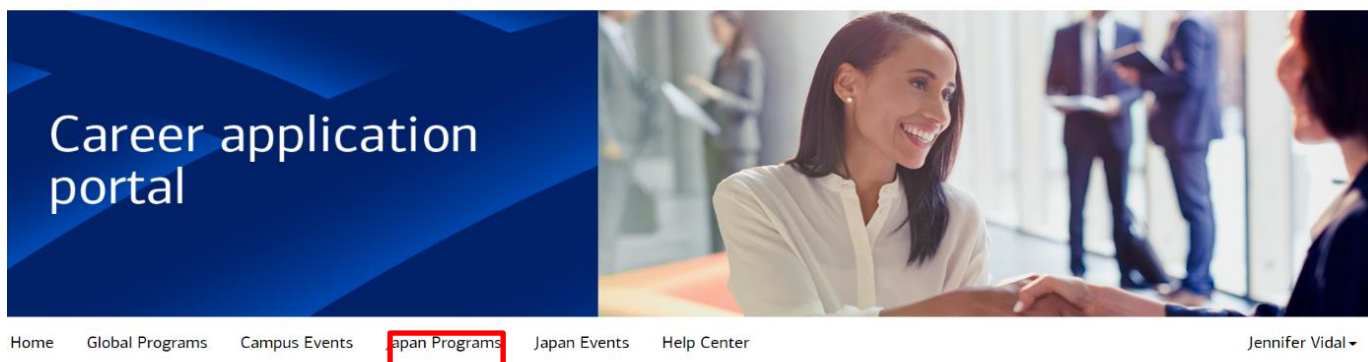
Update: May 2024

「Japan Program」内に掲載されている募集ポジションは日本国内の勤務地のプログラムであり、ビジネスレベル以上の日本語能力が必須要件です。また、アプリケーションフォーム内に日本語で回答する設問もございます。

《日本の募集ポジションへの応募方法》

1. <https://bankcampuscareers.tal.net/candidate> をクリックしてください
2. 初期登録をしてください
3. 「Japan Programs」を選択してください

BANK OF AMERICA



4. 希望するプログラムを選択し、「Register」ボタンをクリックしてください。



To help with the application and process, please visit the [Japan Recruitment Portal](#). If you require any support or adjustments during the process, please reach out to the [Japan Campus recruitment team](#).

<<アプリケーションフォーム設問項目の説明及び注意点>>

*** 印は必須入力項目です**

1. Personal Details

Progress Tracker

- ✖ Personal Details
- ✖ Additional Information
- ✓ Current / Most Recent University Education
- ✖ Employment / Extra Curricular Experience
- ✓ Achievements
- ✖ Business Specific Questions
- ✓ Languages
- ✖ Attach documents
- ✖ How did you hear about us?
- ✓ Diversity
- ✓ Declaration

Symbol Key

- ✓ Completed
- ✓ Not Mandatory
- ✖ Incomplete
- * Required Field

Application For : Global Investment Banking Full Time Analyst Program (Japan)

[Instructions](#) [Print Application](#)

Personal Details

Please refer to the guidance available on the [Japan Recruitment Portal](#) for assistance in completing this form

Title	<input type="text" value="Ms"/>
First name *	<input type="text" value="John"/>
Preferred name	<input type="text"/>
Last name *	<input type="text" value="Peter"/>
Kanji full name	<input type="text"/>
Kana full name *	<input type="text"/>
Email / Personal *	<input type="text" value="testing@baml.com"/>
Secondary / University email	<input type="text"/>
Phone number (mobile / cell) *	<input type="text" value="Afghanistan +93 214124"/>
Phone number (home)	<input type="text" value="Afghanistan +93 21431"/>
Have you started college/university? *	<input type="text" value="Yes"/>

Home/permanent address - This is the address we will send communications to.

Location *	<input type="text" value="Algeria"/>
Address line 1 *	<input type="text" value="424"/>
Address line 2	<input type="text"/>
City/Town *	<input type="text" value="141"/>
County / State / Province	<input type="text" value="Select"/>
Postcode/Zipcode	<input type="text"/>
Do you have a campus address? *	<input type="text" value="No"/>

大学の住所を知っている場合は「Yes」を選択してください。



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2. Program Preference

Application For : Global Investment Banking Full Time Analyst Program (Japan)

[Instructions](#) [Print Application](#)

Progress Tracker

- ✖ Personal Details
- ✖ Program Preference
- ✖ Additional Information
- ✖ Current / Most Recent University
- Education
- ✖ Employment / Extra Curricular Experience
- ✔ Achievements
- ✖ Business Specific Questions
- ✖ Languages
- ✖ How did you hear about us?
- ✖ Diversity
- ✖ Declaration

Program Preference

Please refer to the guidance available on the [Japan Recruitment Portal](#) for assistance in completing this form

Please select your preferred business area *

Select

[Back](#) [Save and Continue](#)

投資銀行部門/資本市場部門へ応募された場合、投資銀行部門(Global Investment Banking)と資本市場部門(Global Capital Markets)のいずれかご興味のある部門を選択してください。

金融市場部門へ応募された場合、債券本部セールス(Fixed Income, Currencies and Commodities Sales)、債券本部トレーディング(Fixed Income, Currencies and Commodities Trading)と株式会社本部(Global Equities)のいずれかご興味のある業務を1-3の優先順位で選択してください。

Symbol Key

- ✔ Completed
- ✔ Not Mandatory
- ✖ Incomplete
- * Required Field

3. Additional Information

Application For : Global Investment Banking Full Time Analyst Program (Japan)

[Instructions](#) [Print Application](#)

Progress Tracker

- ✔ Personal Details
- ✔ Additional Information
- ✔ Current / Most Recent University
- Education
- ✖ Employment / Extra Curricular Experience
- ✔ Achievements
- ✖ Business Specific Questions
- ✔ Languages
- ✖ Attach documents
- ✖ How did you hear about us?
- ✔ Diversity
- ✔ Declaration

Symbol Key

- ✔ Completed
- ✔ Not Mandatory
- ✖ Incomplete
- * Required Field

Additional Information

Please refer to the guidance available on the [Japan Recruitment Portal](#) for assistance in completing this form

Have you ever worked for Bank of America Corporation or any of its related companies, affiliate or subsidiaries, including any predecessor organizations (including but not limited to NationsBank, Fleet, MBNA)? *

Select

This field is required

過去にバンク・オブ・アメリカ・コーポレーション、またはその関連会社や子会社で勤務経験はありますか？

Are you currently employed by Bank of America? *

Select

This field is required

現在バンク・オブ・アメリカに在籍していますか？

Do you currently or have you worked at Pricewaterhouse Coopers LLP (PwC), the bank's internal auditor, since July 2002? *

Select

This field is required

現在、または2002年7月以降にPwCでの勤務経験はありますか？

Are you currently or have you ever been a registered representative in the securities industry?

(Note: A registered representative, also called a general securities representative, a stockbroker, or an account executive, is an individual who is licensed to sell securities and has the legal power of an agent in the United States. The Securities Industry and Financial Markets Association (SIFMA) is a United States industry trade group representing securities firms, banks, and asset management companies)

Select

This field is required

現在、または過去に証券業界にて外務員として登録をしたことはありますか？

Are you legally authorized to work for Bank of America in the country in which the job is located? *

Select

This field is required

日本で就労に対し法的に問題がありますか？ ない場合は「Yes」と答えてください。



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日本国籍また永住権をお持ちの方は「No」を選択してください。そのほかは「Yes」を選択してください。

Do you now or will you in the future require sponsorship to work legally in the country in which the job is located? *

Select

This field is required

Do you have any medical condition, special educational needs or disability that means that you may require special adjustments made for you during either the online testing, interview or assessment center stages of our selection process? *

Select

This field is required

Do you have any relative(s) who is currently employed by the Bank of America or any of its subsidiary companies? *

Select

This field is required

Do you have anyone that you have a close personal relationship with who is currently employed by the Bank of America or any of its subsidiary companies? *

Select

This field is required

Have you been referred by a client/customer of the bank? If yes, please provide the name of client/customer?*

*Non-US Countries ONLY: For the purpose of this question, regulators and third parties providing services on behalf of the Company (such as vendors or senior advisors) are also included within this definition.

Select

This field is required

Are you studying abroad during your school term? *

Select

This field is required

選考時の配慮が必要な方は「Yes」を選択してください。

バンク・オブ・アメリカで現在雇用されている社員と個人的な関係をお持ちの場合は「Yes」を選択してください。

学期中に海外留学をされますでしょうか？

バンク・オブ・アメリカまたはその子会社で現在雇用されている親族はいますか？

バンク・オブ・アメリカのクライアント及び顧客よりご推薦されましたでしょうか？「Yes」と回答された場合、そのクライアント及び顧客のお名前を教えてください。



4. Current / Most Recent University Education

Application For : Global Investment Banking Full Time Analyst Program (Japan)

[Instructions](#) [Print Application](#)

Progress Tracker

- ✓ Personal Details
- ✓ Additional Information
- ✓ Current / Most Recent University Education
- ✗ Employment / Extra Curricular Experience
- ✓ Achievements
- ✗ Business Specific Questions
- ✓ Languages
- ✗ Attach documents
- ✗ How did you hear about us?
- ✓ Diversity
- ✓ Declaration

Symbol Key

- ✓ Completed
- ✓ Not Mandatory
- ✗ Incomplete
- * Required Field

Current / Most Recent University Education

Please refer to the guidance available on the [Japan Recruitment Portal](#) for assistance in completing this form

Location of study *

Please note - It may take a few seconds for the university list to load once you have selected your country of study.

Current University / School *

If your university/school is not listed please select 'Other' and [email us the university/school name](#).

Start date *

Degree type *

Subject / Major *

Degree expected / obtained? *

Results

Result Scale *

Do you have any previous university education? *

国内大学は「Japan」を選択してください。国外の場合はリストより該当国を選択してください

在学中の大学を選択してください。

・入学月/年
・学位
・学部
・大学修了状況
修了予定は「Expected」または修了済み「Obtained」を選択してください。

大学成績

大学院在籍の方のみ「Yes」を選択してください。



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5. Previous University Education

※大学院在学の方のみ該当されます。

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[Instructions](#) [Print Application](#)

Progress Tracker

- ✔ Personal Details
- ✔ Additional Information
- ✔ Current / Most Recent University Education
- ✘ Previous University Education
- ✘ Employment / Extra Curricular Experience
- ✔ Achievements
- ✘ Business Specific Questions
- ✔ Languages
- ✘ Attach documents
- ✘ How did you hear about us?
- ✔ Diversity
- ✔ Declaration

Symbol Key

- ✔ Completed
- ✔ Not Mandatory
- ✘ Incomplete
- * Required Field

Previous University Education

Please refer to the guidance available on the [Japan Recruitment Portal](#) for assistance in completing this form

Location of study *

Please note - It may take a few seconds for the university list to load once you have selected your country of study.

University / School *

Start date *

Degree type *

Subject / Major *

Date degree obtained *

Results

Result Scale *



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6. Employment / Extra Curricular Experience

Application For : Global Investment Banking Full Time Analyst Program (Japan)

[Instructions](#) [Print Application](#)

Employment / Extra Curricular Experience

Please refer to the guidance available on the [Japan Recruitment Portal](#) for assistance in completing this form

If you have had previous employment or extra curricular experience, please tell us about them here (maximum of two). If you have not had any previous employment or extra curricular experience, select 'No' and continue to the next page.

Do you have any employment or extra curricular experience? *

Select 

This field is required

職務経験はありますか？

Do you have post bachelors work experience? *

Select 

This field is required

学士号取得後の就業経験はありますか？


Have you completed the TOEIC (Test of English for International Communication) certification? *

Select 

This field is required

TOEICのスコアをお持ちの方は「Yes」と回答の上、次の設問で点数を選択してください。

Have you completed the TOEFL (Test of English as a Foreign Language) certification? *

Select 

This field is required

TOEFLのスコアをお持ちの方は「Yes」と回答の上、次の設問で点数を選択してください。

Have you had any experience living abroad? *

Select 

This field is required

海外滞在経験がある場合は「Yes」を選択し、詳細を次の設問でご記入ください。

Progress Tracker

- ✓ Personal Details
- ✓ Additional Information
- ✓ Current / Most Recent University Education
- ✓ Previous University Education
- ✗ Employment / Extra Curricular Experience
- ✓ Achievements
- ✗ Business Specific Questions
- ✓ Languages
- ✗ Attach documents
- ✗ How did you hear about us?
- ✓ Diversity
- ✓ Declaration

Symbol Key

- ✓ Completed
- ✓ Not Mandatory
- ✗ Incomplete
- * Required Field



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7. Achievements

Application For : Global Investment Banking Full Time Analyst Program (Japan)

[Instructions](#) [Print Application](#)

Progress Tracker

- ✓ Personal Details
- ✓ Additional Information
- ✓ Current / Most Recent University
 - Education
- ✓ Previous University Education
- ✓ Employment / Extra Curricular Experience
- ✓ Achievements
- ✗ Business Specific Questions
- ✓ Languages
- ✗ Attach documents
- ✗ How did you hear about us?
- ✓ Diversity
- ✓ Declaration

Symbol Key

- ✓ Completed
- ✓ Not Mandatory
- ✗ Incomplete
- Required Field

Achievements

Please refer to the guidance available on the [Japan Recruitment Portal](#) for assistance in completing this form. Although the questions are written in English, you may respond in Japanese. Responses in Japanese may show with a red underline. Please ignore this.

Please list any seminars and clubs you belong to within your University. You may write your answer in Japanese

所属されているゼミまたはクラブを入力してください
(日本語で回答してください)

[Back](#) [Save and Continue](#)

8. Business Specific Questions

Application For : Global Investment Banking Full Time Analyst Program (Japan)

[Instructions](#) [Print Application](#)

Progress Tracker

- ✓ Personal Details
- ✓ Additional Information
- ✓ Current / Most Recent University
 - Education
- ✓ Previous University Education
- ✓ Employment / Extra Curricular Experience
- ✓ Achievements
- ✗ Business Specific Questions
- ✓ Languages
- ✗ Attach documents
- ✗ How did you hear about us?
- ✓ Diversity
- ✓ Declaration

Symbol Key

- ✓ Completed

Business Specific Questions

Please refer to the guidance available on the [Japan Recruitment Portal](#) for assistance in completing this form. Although the questions are written in English, you may respond in Japanese. Responses in Japanese may show with a red underline. Please ignore this.

The word limits mentioned are for English Language responses only. If you are responding in Japanese, please limit Japanese character responses to 300 characters.

In your own words, please describe the function of the division you have selected and why have you applied to Bank of America Merrill Lynch? (200 word limit). *

7 of 200 words

※日本語で回答してください※
バンクオブアメリカ・メリルリンチ
および志望部門への応募理由
をご記入ください。



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9. Languages

Application For : Global Investment Banking Full Time Analyst Program (Japan)

[Instructions](#) [Print Application](#)

Progress Tracker

- ✓ Personal Details
- ✓ Additional Information
- ✓ Current / Most Recent University
- Education
 - ✓ Previous University Education
 - ✓ Employment / Extra Curricular Experience
 - ✓ Achievements
 - ✓ Business Specific Questions
 - ✓ Languages
 - ✗ Attach documents
 - ✗ How did you hear about us?
 - ✓ Diversity
 - ✓ Declaration

Languages

Please refer to the guidance available on the [Japan Recruitment Portal](#) for assistance in completing this form.

Japanese is the primary language of business for Bank of America, therefore fluency in Japanese is required.

What is your native language? *

Select

This field is required

Do you speak and write fluently in any other languages? *

Select

This field is required

母国語レベルの言語を選択してください。

そのほかビジネスレベルで会話できる言語を選択してください。

10. Attach Documents

履歴書のアップロードをお願いします。

《注》アップロードが可能なファイル形式は .doc, .docx, .pdfのいずれかのみとなります。

11. How did you hear about us?

Application For : Global Investment Banking Full Time Analyst Program (Japan)

[Instructions](#) [Print Application](#)

Progress Tracker

- ✓ Personal Details
- ✓ Additional Information
- ✓ Current / Most Recent University
- Education
 - ✓ Previous University Education
 - ✓ Employment / Extra Curricular Experience
 - ✓ Achievements
 - ✓ Business Specific Questions
 - ✓ Languages
 - ✗ Attach documents
 - ✗ How did you hear about us?
 - ✓ Diversity
 - ✓ Declaration

How did you hear about us?

Please refer to the guidance available on the [Japan Recruitment Portal](#) for assistance in completing this form.

What prompted you to apply to Bank of America? *

Select

バンクオブアメリカ・メリルリンチへ応募されたきっかけを選択してください。

[Back](#) [Save and Continue](#)

Symbol Key

- ✓ Completed
- ✓ Not Mandatory
- ✗ Incomplete
- * Required Field

12. Diversity

性別、国籍を入力してください。

13. Complete Application

「Submit」ボタンを押して提出 → 応募完了！



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