



ធនាគារ ស្ថាបនា

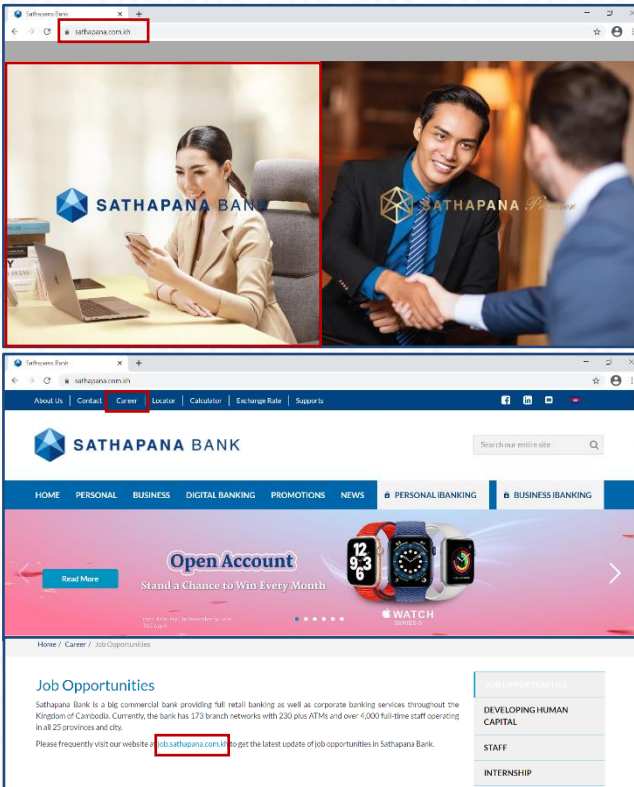
SATHAPANA BANK

I. How to create an account in Recruitment Portal

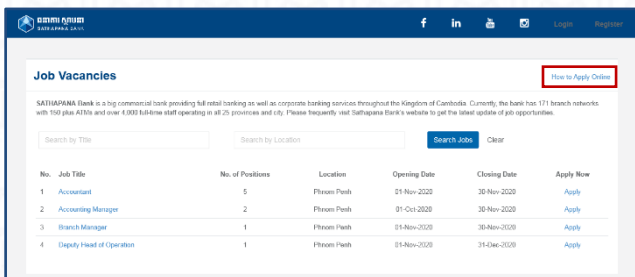
New user is required to create a user account to apply for any of those vacancies in Sathapana Bank's recruitment website.

Account Registration

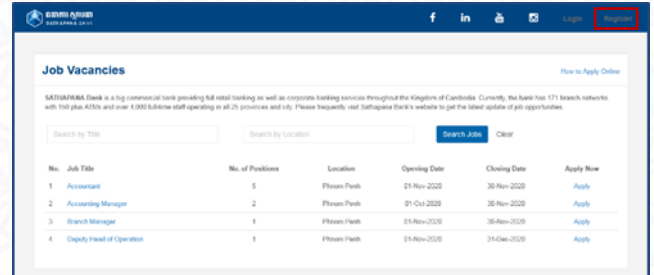
- Go to Sathapana Bank website using the provided link www.sathapana.com.kh > choose Sathapana Bank > **Career** tap > click on the link job.sathapana.com.kh or via job.sathapana.com.kh



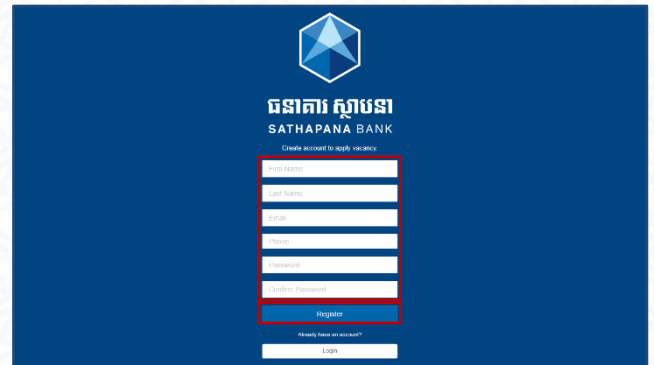
- Click on **How to Apply Online** to see the instruction.



- Click on the **Register** to fill out the account information

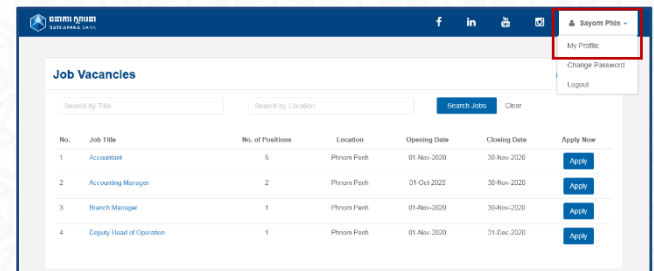


- In account registration page, users could start signing up their accounts. Users will be required to fill out all information displayed as follows. Click on the **Register** button after completing all the required information.



Note: Password length must be at least eight (8) characters in length, composition must include number, both upper and lowercase alphabet, and special characters.

- After successfully registered, users could start adding their profile information by clicking on their **Username > My Profile**.





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All information mark with asterisk (*) are compulsory to fill out. You are required to fill out your information in the tabs of **Personal Information, Education, Preferred Jobs, Work Experience, Language, and Reference** > click on the **Save Changes** button.

II. How to apply for a job with Sathapana Bank

Applying for jobs

1. Click on the **Login** to enter username (email) and password > click on the **Login** button

2. You can **find/search** any job/location you want to apply from job vacancies list > click on the **job title** to view the job description and responsibilities > click on the **Apply** button to apply for the job.

No.	Job Title	No. of Positions	Location	Opening Date	Closing Date	Apply Now
1	Accountant	5	Phnom Penh	01-Nov-2020	30-Nov-2020	Apply
2	Accounting Manager	2	Phnom Penh	01-Oct-2020	30-Nov-2020	Apply
3	Branch Manager	1	Phnom Penh	01-Nov-2020	30-Nov-2020	Apply
4	Deputy Head of Operation	1	Phnom Penh	01-Nov-2020	31-Dec-2020	Apply

3. In this page you can review your profile information if you have already filled out during registration. Review **Personal Information** and required to **upload CV** at this stage > click on the **Next** button to review **Backgrounds** > click on the **Next** button Review & Confirm all information again.

4. After review and confirm your information > tick the box **"I agree with the Terms and Conditions"** > click on the **Finish** button to submit your application.

5. After successfully submit your application, a confirmation email will appear on your screen.