

- COPIES OF ALL SECONDARY AND HIGHER EDUCATION CERTIFICATES WITH ACADEMIC TRANSCRIPTS, PROFESSIONAL MEMBERSHIPS, ETC., MUST BE SUBMITTED

1. Position

Applying for

2. Personal details

2.1 Surname Forename(s) M F

2.2 Marital status (tick as appropriate) Single Engaged Married Divorced Widow/er

2.3 Date of birth Nationality

2.4 Name of Spouse (if applicable)

2.5 Children (name/age)

2.6 Permanent address

2.7 Telephone (home) (mobile) (work)

2.8 Email address

2.9 Do you require a work permit to work in Cyprus? Yes No

2.10 Do you have a valid driving license? Yes No

2.11 Do you suffer from any serious illness or disabilities? Yes No
If yes, please give details

2.12 Have you made any previous applications to Alfaserve Consultants? Yes No
If yes, please state: office to which you applied date
Outcome

2.13 Can you begin work immediately? Yes No
If not, please explain

3. Education

3.1 Secondary education

School	Section	From	To	Average Grade

Main subjects and marks attained

		Mark:			Mark:	
I			IV			
II			V			
III			VI			

3.2 Additional qualification(s) obtained

O' level	Subject	Date taken	Grade
I			
II			
III			
IV			
V			
VI			

A' level			
I			
II			
III			
IV			

Other	Date
I	
IV	

College/University	Course title/subject	From	To	Qualification & result

3. Education (cont.)

3.3 Higher education

School/College/University	Year	Achievement/prize/award

4. Language Literacy

Language	Fluent	Good	Fair
1 Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Computer Literacy

	Excellent	Very good	Good
Operating systems (e.g. windows)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word processing (e.g. word)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheets (e.g. excel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programming languages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Professional Qualifications

6.1 Professional examinations

Exam taken/stage	No of attempts	Date final exam passed
I		
II		
III		
IV		

6.2 Professional membership

Professional body	Date admitted

6.3 Local institute membership

Local institute	Date admitted

7. Previous Employment

7.1 Most recent employer

Name and location		From		To	
Position held		Salary			
Specific responsibilities					
Reasons for leaving					
Skills and experience gained					

7.2 Previous employer

Name and location		From		To	
Position held		Salary			
Specific responsibilities					
Reasons for leaving					
Skills and experience gained					

7.3 Other employers

	Employer's name, address and business	Dates		Position/duties/responsibilities	Salary	Reasons for leaving
		from	to			
I		<i>from</i>				
		<i>to</i>				
II		<i>from</i>				
		<i>to</i>				
III		<i>from</i>				
		<i>to</i>				

8. Referees

8.1

Name		Position	
Address			
Telephone			

8.2

Name		Position	
Address			
Telephone			

9. Declaration

I certify that the information contained in this application is true and complete. I understand that any false information, statement, omission or misrepresentation on this application form constitutes sufficient cause to refuse my employment or to dismiss me at a later stage, if employed with Alfaserve Consultants, irrespective of the timing the firm discovers the true facts.

I also express my consent to the processing of my personal data by Alfaserve Consultants, according to the provisions of the Personal Data Processing Law of 2001. I understand that Alfaserve Consultants will keep my personal data confidential.

Signature Date