



Application for employment at George Kaimakliotis & Co

1. When completing the application form, please make sure to complete all fields marked with *

2. After completing the application form, please send it by email to info@kaimakliotis.com.cy or by post to “59 Griva Digeni Ave, Kaimakliotis Building 6th-7th Floors, 6043, Larnaca, Cyprus”, along with the following supporting documents:

1. Copies of your higher education certificate(s), academic transcript(s), professional membership(s) etc.
2. An employment confirmation letter from your current employer (if applicable)

A. Job position and office location

* Position applying for
(Reference Number)

* Office location

B. Personal / Contact details

1 *Title Choose an item.

2 *Name, Surname

3 *Gender Choose an item.

4 *Date of birth

5 *Nationality

6 *Permanent
address
Area / Village

*City

*Post code

7 Telephone

*(Mobile)

(Home)

(Other)

8 *Email address

LinkedIn Profile
address

9 *Do you require a work permit to work in Cyprus?

Yes

No

10 Earliest available employment date

11 Please give details of any person related to you who is connected with George Kaimakliotis & Co

12 Do you suffer from any serious illness or disability?

Yes

No

If yes, please give details

13 Have you applied to George Kaimakliotis & Co before?

Yes

No

If yes, please state the position you applied
for, date and outcome



C. Education

1 Secondary education

*High School	*From (MM/YY)	*To (MM/YY)	*Final Grade
	MM/YY	MM/YY	
	MM/YY	MM/YY	

Main subjects	Grade	Main subjects	Grade

2 Additional examinations

A' level(s) - Subject and grade (e.g. Accounting – Grade A)

IGCSE(s) - Subject and grade (e.g. Mathematics – Grade B)

Other

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3 Higher education

University / College	Course title / Subject (e.g. BSc Accounting)	From (DD/MM/YY)	To (DD/MM/YY)	Final / Expected grade
		DD/MM/YY	DD/MM/YY	
		DD/MM/YY	DD/MM/YY	

4 Educational achievements, prizes or awards

Achievement / Prize / Award	Date (MM/YY)
	MM/YY
	MM/YY

D. Professional qualifications (e.g. ACA, ACCA, CPA)

Professional body (e.g. ICAEW)	Professional qualification (e.g. ACA)	Exam completion date (DD/MM/YY)	Membership admission date (DD/MM/YY)
		DD/MM/YY	DD/MM/YY
		DD/MM/YY	DD/MM/YY



Professional examination(s) taken, number of attempts (e.g. *Audit & Assurance x 2 attempts*)

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Exemption(s) taken (e.g. *Accounting*)

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Professional Member of ICPAC Yes No

If yes, membership admission date: (DD/MM/YY)

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Student Member of ICPAC Yes No

If yes, membership admission date: (DD/MM/YY)

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E. Language skills

	Language(s)	Fluent	Good
*1	English	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>

F. Computer skills

	Excellent	Good	Basic
MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Employment history

Please start from your most recent employer

	Employer	Date from (DD/MM/YY)	Date to (DD/MM/YY)	Job Position / Duties	Gross annual salary (€)	Reason(s) for leaving
1		DD/MM/YY	DD/MM/YY			
2		DD/MM/YY	DD/MM/YY			
3		DD/MM/YY	DD/MM/YY			



H. Other information

1 Interests / Hobbies

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2 Cyprus National Service (only for male Cypriot nationals)

Period served / Rank held / Specialisation

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If you have not served / completed your national service, please provide more details

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3 ***Have you ever been sentenced by a civil or military court?** Yes No

If yes, please explain

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*I. Additional information

What key skills do you possess/ have you developed which you believe will make a successful candidate in the position you are applying for? (max. 200 words).

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J. References

1 *Name, Surname		Job Position	
*Telephone		*Email	
2 *Name, Surname		Job Position	
*Telephone		*Email	



K. Confirmation

This is a confirmation that:

- 1 All sections from 'A' to 'J' are filled
- 2 I have attached copies of all relevant certificates
- 3 I have attached an employer confirmation letter (if applicable)

L. Processing of Personal Data

Information given by George Kaimakliotis & Co. Ltd to the subject of personal data, in accordance with the provisions of Processing of Personal Data (Protection of the Individual) Law 2001.

In accordance to the provisions of the Cyprus Processing of Personal Data (Protection of the Individual) Law 2001, (the "Law"), George Kaimakliotis & Co. Ltd, as the Controller of Processing, hereby informs you that it has the obligation to secure that your personal data, (that is information which refers to you), which has come or may come into its custody, which also contains sensitive data (as this term is defined by the Law), is processed in accordance with the Law.

The records, either electronic or not, which will contain your personal data, will be under the control of the Controller of Processing. The Controller of Processing is George Kaimakliotis & Co. Ltd with address and telephone number 59 Griva Digeni Avenue, Kaimakliotis Building, 6th -7th Floors, CY-6043 Larnaca, Cyprus, Telephone No 24628501.

The purpose of processing of your personal data is:

- to process, review, administer and assess your application for employment; and
- to meet the requirements of Laws and Regulations; and
- for statistical purposes and for IT processing.

The recipients of your personal data will be the authorised officers, employees and agents of George Kaimakliotis & Co. Ltd that are responsible for the processing and assessment of your application.

In accordance with the Law, you have the right to access and amend your personal data that is kept by George Kaimakliotis & Co. Ltd. This right may be enforced by submitting a written application to the Controller of Processing.

M. Personal statement

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 George Kaimakliotis & Co. Ltd; irrespective of the timing the firm discovers the true facts.

Moreover, in case my application is unsuccessful, I hereby give my consent to you to contact me for other job opportunities that may arise in the future which you think that may be suitable for me.

Tick the box if you agree with the above personal statement.

In case my application is unsuccessful, I hereby give my consent to you to contact me for other job opportunities that may arise with one of your clients in the future.

Tick the box if you agree with the above personal statement.

Signature

Date

DD/MM/YY

Note: You should expect a reply within 20 working days from receipt of this application form.

Your application will be treated in the strictest confidentiality