

# Application for Employment

## A. Position and Location

**1. Department applying for:**

Audit & Assurance     Taxation     Financial Advisory & Business Consulting     Administration Position

**2. Position applying for:**

Qualified     Trainee     Other

**3. Office:**

Nicosia     Limassol

## B. Personal Details

**1. Sex:**     Male     Female

**2. Surname:**

**3. Forename(s):**

**4. Date of birth:**

**5. Marital status:**     Single     Married     Divorced     Widow/er

**6. Children (number & age):**

**7. Nationality:**

**8. Permanent address:**

**9. Telephone number:** Mobile     Work

**10. Email address:**

**11. Do you require a work permit to work in Cyprus?**     Yes     No

**12. How did you learn about HLB Afxentiou Ltd?**

**13. Have you made any previous applications to HLB offices in any other country?**     Yes     No

Date     Outcome

**14. Have you made any previous applications to our Firm?**     Yes     No

Date     Outcome

**15. Availability to begin work:**     Immediately     Not Immediately

If not, please specify the available start date:

## C. Education

### 1. Secondary education

School:

Graduation Year:

Main subjects and marks attained:

i		Mark:	
ii		Mark:	
iii		Mark:	

iv		Mark:	
v		Mark:	
vi		Mark:	

Average Grade:

### 2. IGCSE / GCE examinations

IGCSE / O Level:

	Subject	Date Taken	Grade
i			
ii			
iii			
iv			
v			
vii			

A Level:

	Subject	Date Taken	Grade
i			
ii			
iii			
iv			
v			
vii			

### 3. Other examinations

	Exam	Date Taken	Grade
i			
ii			
iii			

### 4. Higher education

Undergraduate degree(s):

From	To	Qualification & Subject	Grade*	Academic Institution

Postgraduate degree(s):

From	To	Qualification & Subject	Grade*	Academic Institution

\* If the final result is not yet known, please state the expected result



## F. Computer Literacy

<b>1. Windows:</b>	Excellent	Good	Fair	<b>4. Microsoft Powerpoint:</b>	Excellent	Good	Fair	
<b>2. Microsoft Word:</b>	Excellent	Good	Fair	<b>5. Caseware:</b>	Excellent	Good	Fair	None
<b>3. Microsoft Excel:</b>	Excellent	Good	Fair	<b>6. Profitmaker:</b>	Excellent	Good	Fair	None
<b>7. Other (please specify):</b>	<input type="text"/>			Excellent	Good	Fair		
<b>8. Other (please specify):</b>	<input type="text"/>			Excellent	Good	Fair		

## G. Employment History

### 1. Most recent employer:

Name:

Job Title:

From:  To:

Main Duties / Responsibilities:

Reason(s) for leaving:

### 2. Previous employer:

Name:

Job Title:

From:  To:

Main Duties / Responsibilities:

Reason(s) for leaving:

### 3. Other employers:

Name:

Job Title:

From:

To:

Name:

Job Title:

From:

To:

## H. Educational and / or Other Achievements

Please state here:

## I. Interests / Hobbies

Please state here:

## J. Referees

### Referee 1.

Name:

Position:

Organisation:

Contact Details:

### Referee 2.

Name:

Position:

Organisation:

Contact Details:

## K. Additional Information (to support the application)

Please state here:

## L. 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 any point in the future, if employed by HLB Afxentiou Ltd irrespective of the time the Firm discovers the true facts.

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

Signature:

Date:

You should expect a reply within 15 days from receipt of the application form.