|  |
| --- |
| **Application for employment** Private and Confidential |

**When completing the application form, please make sure to:**

1. Complete all fields marked with \*
2. Refer to the guidelines on the last page

**After completing the application form, please send it by email to "info@nicolaoulawfirm.com" or by post to 48 Inomenon Ethnon, Guricon House, Larnaca, 6042, 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*

|  |
| --- |
| \* Job Position  |

Choose an item.

*B. PERSONAL / CONTACT DETAILS*

|  |  |  |  |
| --- | --- | --- | --- |
|  1 | \*Title | Choose an item.  |  |
|  2 | \*Name, Surname  |       | 3 \*Gender Choose an item.       |
|  |  |  |  |  |
|  4 | \*Date of birth | DD/MM/YY |  5 \*Nationality |       |
|  |  |  |  |  |
|  6 | \*Permanent address |       |  \*City |       |
|   | Area / Village |       |  \*Post code |       |
|  |  |  |  |  |
|  7 | Telephone | \*(Mobile) |       | (Home) |       | (Other) |       |
|  |  |  |
|  8 | \*Email address |        |

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

|  |  |  |
| --- | --- | --- |
|  10 | Earliest available employment date | DD/MM/YY |

 11 Please give details of any person related to you who is connected with A. Nicolaou Law Firm

|  |
| --- |
|  |

12 Do you suffer from any serious illness or disability?



|  |  |
| --- | --- |
| If yes, please give details |       |


 13 Have you applied to A. Nicolaou Law Firm in the past?



|  |  |
| --- | --- |
| 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. Law– Grade A)* |
|       |
|       |
| IGCSE(s) - Subject and grade (*e.g. Mathematics – Grade B)* |
|       |
|       |
| Other |
|       |

**3 Higher education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University / College | Course title / Subject(e.g. Law Degree) | 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 Cyprus BAR Association (CBA))*

|  |  |  |  |
| --- | --- | --- | --- |
| Professional body  | Professional qualification  | 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. CBA x 2 attempts*) |
|            |

|  |
| --- |
| Professional Member of CBA  |
| If yes, membership admission date: (DD/MM/YY) |

*E. LANGUAGE SKILLS*

|  |  |  |
| --- | --- | --- |
| Language(s) | Fluent | Good |
| \*1  | English |  |  |
|  2  |  |  |  |
|  3 |  |  |  |

*F. IT SKILLS*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Excellent | Good | Basic |
| MS Word |  |  |  |
| MS Excel |  |  |  |
| MS PowerPoint |  |  |  |
| Other |       |  |  |  |

*G. EMPLOYMENT HISTORY*

Please start from your most recent employer

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Employer  | Date from(DD/MM/YY) | Date to(DD/MM/YY) | JobPosition / 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**

|  |
| --- |
|       |

**2 Cyprus National Service (only for male Cypriot nationals)**

|  |  |
| --- | --- |
| Period served / Rank held / Specialisation |       |

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

|  |
| --- |
|       |

**3 \*Have you ever been sentenced by a civil or military court?**

|  |  |
| --- | --- |
| If yes, please explain |       |

*I. COVER LETTER*

Provide a personal statement to support your application. This should outline the rationale behind your decision to apply for the specific position, as well as evidence of how your profile/background fits into A. Nicolaou Law Firm culture (max. 300 words).

|  |
| --- |
|       |

*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

1. I have attached an employer confirmation letter (if applicable)

*L. DATA PROTECTION STATEMENT*

Information given by A. Nicolaou Law Firm 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”), A. Nicolaou Law Firm, 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 A. Nicolaou Law Firm with address and telephone number 48 Inomenon Ethnon, Guricon House, Larnaca, Cyprus, 6042, 24 683883

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 A. Nicolaou Law Firm 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 A. Nicolaou Law Firm. 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 A. Nicolaou Law Firm; 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 |

**Make sure to sign and date your application**

*For further information, you can contact us on 24 683883 or email Mrs Agathi Nicolaou at* *info@nicolaoulawfirm.com*