

Application for employment

Position applying for		Country/Town	
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Date Available		Salary Expectations	
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1. Personal Information

Name		Surname		Middle Name	
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Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	
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Permanent address	
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Email address	
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Telephone	home		mobile	
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Nationality		Do you require a work permit to work in the country/town you are applying for?		<input type="checkbox"/> Yes <input type="checkbox"/> No
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National Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	Period / Specialization	
		If no, please explain why	

Have you ever been sentenced by a civil or a military court?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please explain	
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Do you have any friend or relatives that are currently working in Baker Tilly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please specify	
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Is there anything that limits or could limit your ability to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please specify	
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Have you made any previous applications to Baker Tilly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please state the office to which you applied, date and outcome	
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2. Education

Secondary Education

From (Month/Year)	To (Month/Year)	High School	Section	Mark

Other Examinations (e.g. A' Levels, O' Levels, GCE, IGCE, IELTS, ECDL, etc)

Year	Examination (i.e. GCE O' Level English Language)	Mark

Undergraduate Studies

From (Month/Year)	To (Month/Year)	University/College	Course Title/Subject	Mark*

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

Postgraduate Studies

From (Month/Year)	To (Month/Year)	University/College	Course Title/Subject	Mark*

3. Professional Memberships

Institute		Admission date	
Exemptions, examinations taken, number of attempts			
Institute		Admission date	
Exemptions, examinations taken, number of attempts			

4. Employment History

Date From (Month/Year)	Date To (Month/Year)	Employer's name	Department/Position/Duties	Gross Annual Salary	Reason(s) for leaving

5. Language Skills

	Fluent	Good	Basic
1 English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Romanian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Bulgarian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Moldovan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Insert additional languages:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. IT Skills

	Excellent	Very good	Good
1 MS Office Suite – Word, Excel, Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Accounting:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Web/html	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Insert additional IT Skills:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Hobbies and Interests

8. References

Reference 1

Name:		Position:	
Address:			
Telephone:		Email:	

Reference 2

Name:

Position:

Address:

Telephone:

Email:

9. Where did you learn about our vacancies?

- Baker Tilly website
 Baker Tilly Members
 Newspaper
 Career Fair

- Websites (please specify)
 Social Media (please specify)
 Other (please specify)
 Friends

10. Declaration

I consent to the processing by Baker Tilly Klitou and Partners Ltd of Cyprus (Data Processor) of my personal data, whether sensitive or not, in accordance with the provisions of the General Data Protection Regulation GDPR (EU) 2016/679 for the purpose of assessing this application for employment. I understand that Baker Tilly Klitou and Partners Ltd shall not disclose information relating to me to third parties except where necessary for the assessment of this application for employment.

I understand that, in accordance with the Law, I have the right to access and amend my personal data that is kept by the Data Processor. This right may be enforced by submitting a written application to the Data Processor.

By signing this document, I declare that:

- I have personally filled out this application form and the information provided in it is, to the best of my knowledge and belief, correct
- I understand that any deliberate inaccuracy or omission will result in the rejection of this application, or immediate dismissal in case Baker Tilly Klitou & Partners Ltd hire me
- I agree that sensitive data provided, will be used only for the purposes referred to herein.

Moreover, in case my application is unsuccessful, I hereby grant my consent for you to maintain my personal data in your records for a period of six months and 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.

Signature

Date

Contact:

Human Resources Department
Baker Tilly
Corner C. Hatzopoulou & 30 Grivas Dighenis Avenue,
CY-1066 Nicosia, Cyprus
Tel. +357-22 458500, Fax. +357-22 751648
Email: hr@bakertillyklitou.com

Offices:

Cyprus: Nicosia, Limassol, Larnaca
Romania: Bucharest
Moldova: Chisinau
Bulgaria: Sofia
Greece: Athens, Thessaloniki

www.bakertillyklitou.com