

**Chartered Accountants**

**Application for employment**

**After completing the application form , please send it by email to** **kozakoutasoulla@rotsas.com** **or by post to Aipeias 44 Engomi 2411 Nicosia, Cyprus. Along with the following supporting documentation:**

**1. Copies of your higher education certificate(s), academic transcript(s),professional membership(s) etc.**

**A. Job position**

Job position ……………………………………….

**B. Personal/Contact details**

 1. Title …………

2. Name, Surname ……………………………………………………………………….. 3. Gender…………………

4. Date of birth……………………………………………… 5.Nationality………………………………………….

6. Permanent address……………………………………………………. City…………………………………………….

 Area/Village………………………………………….. Post Code……………………………………………………

7. Telephone: Mobile………………………….. Home…………………………………. (other)…………………………

8. Email Address…………………………………………………………………………………………………………………………..

9. Earliest available employment date:………………………………………………………………………………………..

**C. Education**

**1. Secondary education**

**High School**

|  |  |  |  |
| --- | --- | --- | --- |
|  | From (MM/YY) | To (MM/YY) | Final Grade |
|  |  |  |  |
|  |  |  |  |

**Main Subjects and Grades:**

|  |  |
| --- | --- |
|  | Grade |
|  |  |
|  |  |
|  |  |
|  |  |

**2. Additional Examinations**

**A’ level(s)- subject nad grade**

|  |
| --- |
|  |
|  |

**IGCSE(s) Subject and grade**

|  |
| --- |
|  |
|  |

**Other**

|  |
| --- |
|  |

**3. Higher education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **University/College** | **Course title-Subject** | **From** | **To** | **Final Expected grade** |
|  |  |  |  |  |
|  |  |  |  |  |

**D. Professional qualifications**

|  |  |  |
| --- | --- | --- |
| **Professional body ( e.gICAEW)** | **Professional qualification (e.g. ACA)** | **Exam completion date** |
|  |  |  |
|  |  |  |
|  |  |  |

**Professional examination(s) taken, number of attempts**

|  |
| --- |
|  |

**Exemption(s) taken**

|  |
| --- |
|  |

**Professional Member of ICPAC YES……….. NO………………**

**If yes membership admission date:………………………………….**

**Atudent member of ICPAC YES…………. NO………………**

**If yes , membership admission date:……………………………….**

**E. Language skills:**

|  |  |  |
| --- | --- | --- |
| **Languages** | **Fluent** | **Good** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**F. Computer skills**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Basis** |
| **MS Word** |  |  |  |
| **MS Excel** |  |  |  |
| **MS Power Point** |  |  |  |
| **Other** |  |  |  |

**G. Employment history**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **Date from** | **Date to** | **Job position Duties** | **Gross annual Salary** | **Reason(s) for leaving** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**H. References**

|  |  |
| --- | --- |
| **1.Name, Surname** |  |
| **Job Position** |  |
| **Email**  |  |
| **Telephone** |  |
| **2. Name, Surname** |  |
| **Job Position** |  |
| **Email** |  |
| **Telephone** |  |

**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.**

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

**Signature:…………………………………………………………..**

**Date:…………………………………….**