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| **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 "graduatejobs@cy.pwc.com" or by post to Julia House, 3 Themistocles Dervis Street, CY-1066 Nicosia, 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)

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| A. Job position and office location |

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| --- | --- | --- | --- | --- |
| \* Graduate job position  (Reference number) |  | \* Office location |  |  |

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| 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 | | |  | | | | | | | | | | | |
|  | LinkedIn Profile address | | |  | | | | | | | | | | | |
|  | Skype name | | |  | | | | | | | | | | | |



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 PwC

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12 Do you suffer from any serious illness or disability?



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



13 Have you applied to PwC Cyprus in the past?



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

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| 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**

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

**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 |

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

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

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

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| --- |
| **E. Language skills** |

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

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| **F. Computer skills** |

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

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| **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 |  |  |  |

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| **H. Other information** |

##### **1 Interests / Hobbies**

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|  |

**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

|  |
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|  |



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

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

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| **\*I. Additional information** |
| 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 PwC’s culture (max. 200 words). |

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

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| **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)



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| **L. Processing of Personal Data** |

Information given by PricewaterhouseCoopers Limited 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”), PricewaterhouseCoopers Limited, 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 PricewaterhouseCoopers Limited with address and telephone number Julia House, 3 Themistocles Dervis Street, CY-1066 Nicosia, Cyprus, Telephone No 22555000.

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 PricewaterhouseCoopers Limited 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 PricewaterhouseCoopers Limited. This right may be enforced by submitting a written application to the Controller of Processing.

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| **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 PricewaterhouseCoopers Limited; 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.

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| **Guidelines** |

**A** State the job position you are applying for (e.g. ACA Trainee – Intake Year), or the job reference number (e.g. 110/PCS/15), as well as the office location (e.g. Nicosia).

**B** 11. This information is important in helping us identify potential conflicts of interest at an early stage.

12. It is of utmost importance that you clearly and honestly state whether you have at any time suffered or are currently suffering from any serious illness. In case this information is not submitted, there may be negative consequences in the future regarding your admittance to the Company's medical and life insurance schemes.

13. Choose “Yes” if you have previously applied for a job or summer internship position.

**C** 1. If you have attended more than one secondary schools, state the name of the one you have graduated from and the final grade on your leaving certificate. State the dates of the whole period you spent on secondary education.

2. If you have taken the same subject more than once, state the highest grade obtained.

**G** For new graduates or school leavers, record any summer internships or jobs etc.

**J** Please give the names of 2 referees to support your professional and/or academic performance.

**M** It is important that you complete this section in order to process your application.

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

*For further information, you can visit our website:*

[***www.pwc.com.cy***](http://www.pwc.com.cy)

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