



Application for employment

We are a full member firm of PricewaterhouseCoopers the largest professional service organization in the world and we are part of the Tax and Legal Services Network, which has more than 2.000 lawyers in over 75 countries. We are primarily a business law practice which offers:

- specialist legal advice for businesses and individuals (especially in the fields of corporate and business law); and
- on-going legal support.

We work alongside lawyers from the Network and experts from PwC and we provide a comprehensive service to our corporate and individual clients internationally. Our operational methods and practices provide assurance to our clients as to the consistency of the quality of the service that we provide worldwide.

- Prior to completing this form, please refer to the instructions page at the back
- Copies of all secondary and higher education certificates with academic transcripts, professional memberships, etc., must be submitted

A. Position and Location

Applying for Position Location

B. Personal Details

1 Surname Name Gender M Choose

2 Marital Status (tick as appropriate) Single Engaged Married Divorced Widow/er

3 Date of Birth Nationality

4 Name of Spouse (if applicable)

5 Children (name/age)

6 Permanent Address

7 Telephone (Home) (Mobile) (Work)

8 Email

9 Do you require a work permit to work in Cyprus? Yes No

10 Do you have a valid driving license? Yes No

11 Do you suffer from any serious illness or disabilities? Yes No

If yes, please give details

12 How did you first hear of S.A. Evangelou & Co LLC?

13 Have you made any previous applications to S.A. Evangelou & Co LLC? Yes No

If yes, please state the Network Firm to which you applied Date

Outcome

14 Can you begin work immediately? Yes No

If not, please explain

15 Please give details of any friend or relative who is connected with *S.A. Evangelou & Co LLC* or any other organisation that has links with our firm

C. Education

1 Secondary Education

| High school | Section | From | To | Average Grade |
|-------------|---------|------|----|---------------|
| | | | | |
| | | | | |

Main subjects and marks attained

| | | | | | | | |
|-----|--|-------|--|----|--|-------|--|
| i | | Mark: | | iv | | Mark: | |
| ii | | Mark: | | v | | Mark: | |
| iii | | Mark: | | vi | | Mark: | |

2 Additional Qualification(s)

| O' levels | Subject | Date taken | Grade |
|-----------|---------|------------|-------|
| | | | |
| i ii | | | |
| iii | | | |
| iv | | | |
| v | | | |
| vi | | | |

A' levels

| | | | |
|------|--|--|--|
| | | | |
| i ii | | | |
| iii | | | |
| iv | | | |

Other

| | Date |
|----|------|
| | |
| i | |
| ii | |

3 Higher Education

| University / College | Course Subject | From | To | Qualification & Result* |
|----------------------|----------------|------|----|-------------------------|
| | | | | |
| | | | | |
| | | | | |

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

4 Academic Achievements (e.g. prizes or awards)

| University / College / High school | Year | Achievement |
|------------------------------------|------|-------------|
| | | |
| | | |
| | | |

D. Professional Qualifications

1 Professional Examinations

| Exam taken / Stage | No of attempts | Date final exam passed |
|--------------------|----------------|------------------------|
| i | | |
| ii | | |
| iii | | |
| iv | | |

2 Professional Membership

| Professional Body | Date admitted |
|-------------------|---------------|
| | |

3 Local Association Membership

| Local Association | Date admitted |
|-------------------|---------------|
| | |

E. Language literacy

| Language spoken (S) & written (W) | | Fluent | Good | Fair |
|-----------------------------------|---------|---|---|---|
| 1 | Greek | <input type="checkbox"/> S <input type="checkbox"/> W | <input type="checkbox"/> S <input type="checkbox"/> W | <input type="checkbox"/> S <input type="checkbox"/> W |
| 2 | English | <input type="checkbox"/> S <input type="checkbox"/> W | <input type="checkbox"/> S <input type="checkbox"/> W | <input type="checkbox"/> S <input type="checkbox"/> W |
| 3 | Turkish | <input type="checkbox"/> S <input type="checkbox"/> W | <input type="checkbox"/> S <input type="checkbox"/> W | <input type="checkbox"/> S <input type="checkbox"/> W |
| 4 | Other: | <input type="checkbox"/> S <input type="checkbox"/> W | <input type="checkbox"/> S <input type="checkbox"/> W | <input type="checkbox"/> S <input type="checkbox"/> W |

F. Computer Literacy

| | Excellent | Very good | Good |
|----------------------------------|--------------------------|--------------------------|--------------------------|
| Operating systems (e.g. windows) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Word processing (e.g. word) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spreadsheets (e.g. excel) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Programming languages | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

G. Work Related Skills

For Secretaries / Administration Staff

| | Very good | Good | Fair | | Very good | Good | Fair |
|-------------------|--------------------------|--------------------------|--------------------------|------------------------------|--------------------------|--------------------------|--------------------------|
| Greek typing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Switchboard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Greek shorthand | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other applications (specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| English typing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| English shorthand | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

H. Employment History

1 Most recent employer

| | | | | | |
|------------------------------|--|--------|--|----|--|
| Name and location | | From | | To | |
| Position held | | Salary | | | |
| Specific responsibilities | | | | | |
| Reasons for leaving | | | | | |
| Skills and experience gained | | | | | |
| | | | | | |

2 Previous employer

| | | | | | |
|------------------------------|--|-----------|--|----|--|
| Name and location | | From | | To | |
| Position held | | Salary(€) | | | |
| Specific responsibilities | | | | | |
| Reasons for leaving | | | | | |
| Skills and experience gained | | | | | |
| | | | | | |

3 Other Employers

| Employer's name, address and business | Dates | Position/Duties /Responsibilities | Salary | Reasons for leaving |
|---------------------------------------|-------|-----------------------------------|--------|---------------------|
| i | from | | | |
| | to | | | |
| ii | from | | | |
| | to | | | |
| iii | from | | | |
| | to | | | |

I. General

1 Interests / Hobbies

| |
|--|
| |
| |

2 Sports

| |
|--|
| |
| |

3 National Service

| | | | |
|--------------|--|----------------|--|
| Date drafted | | Date completed | |
| Rank held | | Specialisation | |

If you have not served/completed your national service, please explain

| |
|--|
| |
|--|

4 Have you ever been sentenced by a civil or a military court? Yes No

If yes, please explain

| |
|--|
| |
|--|

L. Processing of Personal Data

Information given by S. A. EVANGELOU & CO LLC 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"), S. A. EVANGELOU & CO LLC, 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 S. A. EVANGELOU & CO LLC with address and telephone number: Julia House Annex, 1st Floor, 3 Themistocles Dervis Street, CY-1066 Nicosia, Cyprus, Tel +357 22559999.

The purpose of processing 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 S. A. EVANGELOU & CO LLC 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 S. A. EVANGELOU & CO LLC. 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 S. A. EVANGELOU & CO LLC, irrespective of the timing the firm discovers the true facts.

Moreover, 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.

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

Signature

Date

Note: You should expect a reply within twenty days from receipt of the application form.

Your application will be treated with the strictest confidentiality.

Instructions

A State the position you are interested in (e.g. Advocate), and location (e.g. Nicosia)

B 13. Tick Yes if you have applied for full employment, vacation work, workshops or other training purposes etc.

State town/country at which you applied.

15. This information is important as it helps us to identify potential conflicts of interest at an early stage.

C 1. If you attended more than one school, state the name and the section of the one you graduated from and the average grade on your leaving certificate. State however the dates of the whole period you spent on secondary education.

2. If you have taken the same subject more than once, state the one with the best grade.

3. State your higher education in chronological order starting from the most recent one

SUBMIT COPIES OF ALL CERTIFICATES YOU RECEIVED IN SECONDARY AND HIGHER EDUCATION WITH ACADEMIC TRANSCRIPTS

(If you choose to forward your application by email and you cannot attach copies of all required certificates, please send them by post)

D 1. Indicate clearly the date the final examination was passed

2. e.g. Cyprus Bar etc.

3. Complete if applicable

E Tick 'S' for spoken and 'W' for written

H 1. State your present or most recent employer and your gross annual salary in that position. It is important to outline any particular skills or experience you may have gained in that job.

2. and 3. State in reverse chronological order the details of the two employers you had before the one you mentioned in question H1.

For new graduates or school leavers, mention summer jobs etc.

J Please give the names of two referees to support character and academic performance.

K It is important that you complete section K.

Make sure you tick the checklist box, sign and date your application

Please return the completed application form to the address shown below:

S.A. EVANGELOU & CO LLC

- 43 Demostheni Severi Avenue, PwC Central, 4th Floor, CY-1080 Nicosia, Cyprus
- T: +357 - 22 559 999, F: +357 - 22 559 998

Should you apply for any position within S.A. Evangelou & Co LLC you may also send your completed application for employment to:
infolegal@cy.pwclegal.com

For further information, you may visit our website:

www.pwclegal.com/cy

A member firm of PricewaterhouseCoopers International Limited (PwCIL) and part of the PwC's Tax and Legal Services Network providing Legal Services in Cyprus. It is a private company with limited liability by shares having its registered office at 3 Themistocles Dervis Street, Julia House Annex, 1st Floor, CY-1066 Nicosia, Cyprus, and it was registered in Cyprus as a Lawyers' Limited Company under reg. no. 233481. A list of all the practising advocates is available at its registered office and at its website.