

PRIVATE SCHOOL The American Academy Larnaca is an equal opportunities Employer

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**APPLICATION FOR EMPLOYMENT**

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

1. Complete all fields marked with \*
2. Sign and date the application form

**After completing the application form, please send it by email to hr@academy.ac.cy along with the following supporting documents:**

1. Copies of your academic transcript(s)
2. Supporting cover letter, whereby you state your interest for the position

*Canvassing will disqualify*

**1. Job position**

|  |  |
| --- | --- |
| \*Post applied for: |       |
|  |  |
| \*Where did you see this post advertised? | [ ]  School’s website[ ]  Other website (*If yes, please specify*      )[ ]  Social Media (*If yes, please specify social network*      )[ ]  Newspaper (*If yes, please specify*      )[ ]  Word of mouth |

**2. Personal Information**

|  |  |
| --- | --- |
| \*Title: |  |

|  |  |
| --- | --- |
| \*First Name: |       |
|  |  |
| \*Surname: |       |
|  |  |
| \*Date of birth: |       |
|  |  |
| \*Place & country of birth: |       |
|  |  |
| Marital status:(*optional*) |       |

**3. Contact Details**

|  |  |
| --- | --- |
| Religion (*optional*): |       |
|  |  |
| \*Passport number: |       |
|  |  |
| \*ID card number: |       |
|  |  |
| \*Social Insurance number: |       |
|  |  |

|  |  |
| --- | --- |
| \*Correspondence address |       |
|  |  |
|  |  |
| \*Contact telephone numbers: |       |
|  |  |
| \*Mobile telephone: |       |
|  |  |
| \*Email: |       |
|  |  |

**4. Educational Achievements**

\*Please complete the following table.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and Address of Institution** |  | **Dates** |  | **Qualifications Obtained** |  | **Grade** |
|  |  |  |  |  |  |  |
| Secondary Schools: |  |       |  |       |  |       |
|       |  |  |  |
|  |  |  |  |  |  |  |
| University (undergraduate): |  |       |  |       |  |       |
|       |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| University(postgraduate): |  |       |  |       |  |       |
|       |
|  |  |  |  |  |  |  |
| Other Institutions: |  |       |  |       |  |       |
|       |  |  |  |

**5. Work Experience**

\*Please complete the following table.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of institution / organisation** |  | **Post Held** |  | **Duties & responsibilities** |  | **Dates** |
|       |  |       |  |       |  |       |

**6. Other Experience**

\*Please complete the following table, if it applies.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of institution / organisation** |  | **Post Held** |  | **Duties & responsibilities** |  | **Dates** |
|       |  |       |  |       |  |       |

**7. Interests / Hobbies / Professional Bodies**

\*Professional Bodies / Member of Association (if it applies)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | **From** |  | **To** |  | **Duties & responsibilities** |
|       |  |       |  |       |  |       |
|  |  |
| \*Hobbies: |       |

**8. Languages**

\*Please complete table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **English** | **Greek** | **Other:**  |       |
|  |  |  |  |
| Writing |  |  |  |
| Speaking |  |  |  |

**9. Computer Skills**

\*Please complete table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **MS Office** | **Email** | **Other:**  |       |
|  |  |  |  |
| Level |  |  |  |

ECDL Certificate holder

**10. Salary**

|  |  |
| --- | --- |
| \*Current Salary: |       |

**11. References**

One of your referees should have knowledge of your current or most recent work if applicable. Please provide below details of referees whom we may approach prior to interview, if necessary.

|  |  |
| --- | --- |
| **\*REFEREE 1** |  |
| Full name |       |
|  |  |
| Email: |       |
|  |  |
| Telephone: |       |
|  |  |
| Address: |       |
|  |  |
| Position in organisation: |       |
|  |  |
| Professional relationship to applicant |       |

|  |  |
| --- | --- |
| **\*REFEREE 2** |  |
| Full name |       |
|  |  |
| Email: |       |
|  |  |
| Telephone: |       |
|  |  |
| Address: |       |
|  |  |
| Position in organisation: |       |
|  |  |
| Professional relationship to applicant |       |

**12. Conviction**

|  |  |
| --- | --- |
| \*Have you been convicted of a crime: |  |
|  |  |
| If yes, please explain: |       |

**13. Confirmation**

\*This is a confirmation that:

1. All sections from 1-13 are complete. [ ]
2. I have attached all relevant certificates. [ ]

**14. Declaration**

I certify that the information given on this form is accurate and original documents will be provided upon request. I understand that any wilful omission or falsification may lead to the disqualification of this application or dismissal if appointed to the post applied for.

[ ]  Tick the box if you agree with the above statement.

**15. Consent extending the retention period of Personal Data**

I consent to the American Academy Larnaca maintaining the CV I have submitted in its archives for two years for consideration over future positions.

 [ ]  Tick the box if you agree with the above statement.

|  |  |
| --- | --- |
| \*Signed |       |
|  |  |
| \*Date: |       |

You can withdraw this consent at any time by emailing us at hr@academy.ac.cy and we will subsequently delete your data. If you have not requested deletion of your data or withdrew your consent, we will retain your personal data for two years from the date on this consent form and then delete it, otherwise the data will be deleted no later than three months from the date of submission.

**Your application will be treated in the strictest confidentiality**

**DATA PROTECTION**

*The information you have provided on this form will be stored and processed by the School but will not be disclosed to any outside agency, unless we are legally obliged to do so or after your consent.*

*Forms from successful applicants will be used by the School as a basis for your personnel record.*

*Forms from unsuccessful applicants that do not wish to respond with the consent statement to extend the retention period, will be deleted your application is examined or the latest three months upon receipt.*

*All applications will be treated confidentially for recruitment purposes only*

*The American Academy Larnaca and the American Academy Alumni Foundation Ltd follow the General Data Protection Regulation and therefore the data you provide us will only be used for the purpose for which you have consented to. You have the right to access, rectify and erase any of your data, or request restriction of a specific processing. We will never transfer your personal data to any third parties or use it in ways other than the purpose you have given it to us. In case you require more information regarding the protection of your personal data and the exercise of your subject rights, you can view our privacy policy at* [*http://www.academy.ac.cy/*](http://www.academy.ac.cy/) *or email us at* *hr@academy.ac.cy**.*

*If you wish to complain about the ways we collect or use your personal information you can contact the American Academy Larnaca Data Protection Officer at* *dpo@academy.ac.cy**, or, if you are not satisfied with our response the Office of the Commissioner for the Protection of Private Data at 1 Iasonos Street. 1082 Nicosia, Cyprus, 22818456*