



## APPLICATION FOR EMPLOYMENT

### A. POSITION AND LOCATION

1. Department: ..... 2. Campus:  Nicosia  Limassol  
3. Position: ..... 4. Code (if applicable): .....

### B. PERSONAL INFORMATION

5. Sex:  Male  Female  Other 6. Title:  Mr/Ms  Dr  Other (please specify): .....  
7. Surname: ..... 8. Forename(s): .....  
9. Date of birth: ..... 10. Nationality: .....  
11. Permanent Address:  
.....  
12. Telephone Number: ..... 13. Mobile Number: .....  
14. Email: .....  
15. Cyprus National Service (for male Cypriot Nationals):  
 Yes      Years: ..... Position: .....  
 No      Reason: .....  
16. How did you learn about CIM?  
.....  
.....  
.....



**17. Have you made any previous applications to CIM?**

Yes      Year: ..... Outcome: .....

No

**18. Are you available to start working with us immediately?**

Yes

No      Earliest Possible date / Required notice: .....

**C. EDUCATION**

**1. Secondary Education**

From	To	High School	Main Subjects	Grade

Average Grade: .....

**2. Examinations (A' Levels, O' Levels, IELTS, etc.)**

Subject	Examination Body	Date	Grade



**3. Higher Education**

From	To	Degree & Subject	Grade	Academic Institution

**D. PROFESSIONAL QUALIFICATIONS**

Qualification	Professional Body	Date

**E. EDUCATIONAL AND OTHER ACHIEVEMENTS/AWARDS/PRIZES**

Achievement/Award/Prize	Organisation/Body	Year

**F. LANGUAGE LITERACY**

Please tick the appropriate box:

Language	Mother	Fluent	Very Good	Good	Fair



**G. COMPUTER SKILLS**

Please tick the appropriate box:

Programme/Software, etc.	Excellent	Very Good	Good	Fair	Basic
Microsoft Word					
Microsoft Excel					
Microsoft PowerPoint					
Other:					
Other:					
Other:					
Other:					

**H. EMPLOYMENT HISTORY**

Please start from the most recent employer:

From	To	Employer	Job Title	Main Duties



CYPRUS INSTITUTE  
*of* MARKETING

**THE CYPRUS  
BUSINESS SCHOOL**


**I. ADDITIONAL INFORMATION**

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**J. REFERENCES**

The Cyprus Institute of Marketing (CIM) may contact your referees and request references directly from them, **only after your own, explicit consent.**

Referee 1:

Name	Position	Organisation	Email	Telephone Number

Referee 2:

Name	Position	Organisation	Email	Telephone Number

**K. 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 any point in the future, if employed by CIM (THECYPIOM LTD), irrespective of the timing CIM discovers the true facts.

Applicant's Signature: ..... Date: .....

**CIM IS AN EQUAL OPPORTUNITIES EMPLOYER.**



## INFORMATION ON THE PROCESSING OF PERSONAL DATA (ANNEX TO THE APPLICATION FOR EMPLOYMENT)

**I, the undersigned ....., ID no .....  
(hereinafter referred to as "the Data Subject") declare the following:**

1. I have been informed by the Cyprus Institute of Marketing (hereinafter referred to as "CIM") of the basic provisions of the General Data Protection Regulation (hereafter referred to as "GDPR") and I understand that under the GDPR:

(a) Where CIM maintains a Record, it has a legal obligation to ensure the storage, processing and confidentiality of my personal data that have been or will be given in the future by me or any third party to CIM.

(b) Recipients of my personal data are the authorised and suitably trained employees of CIM. My personal data is confidential and is treated with strict confidentiality.

(c) I have the right to access, correct, delete, restrict and oppose my personal data without the application of any fee on behalf of CIM, and I can exercise this right with the assistance of a specialist.

2. I understand that the processing of my personal data, which I voluntarily provide to CIM - as part of this application - is deemed necessary for the purpose of examining my application for employment. Insufficient and/or no provision of the required data make it impossible for CIM to process my application. My personal data will be the subject of legitimate and lawful processing by CIM, and will not be used for any other purpose without my explicit consent.

3. CIM shall disclose to me that the Data Processor of personal data is The Cyprus Institute of Marketing (CIM): THECYPIOM LTD. For matters concerning my personal data, I can contact the Data Protection Officer of CIM at [dataprotection@cima.ac.cy](mailto:dataprotection@cima.ac.cy).



4. If my application is successful it will be placed in my personal file/folder. Otherwise, i.e. if unsuccessful -and only after my own, explicit, consent-, my application will remain in CIM records for a period of one (1) year and will then be deleted/destroyed. During this period I have the right to revoke and/or modify the data I provide through this application. Applications received for which no explicit consent has been given for the period of one (1) year will be deleted/destroyed immediately after the decision/outcome. I agree that CIM maintains an Archive or Archives, electronic or other, and will be processing my personal data contained in this application for a period of one (1) year only. My consent may be revoked at any time, without prejudice to the lawfulness of the consent-based processing prior to its revocation.

**YES**  **NO**

5. I have been informed that I have a right to submit a complaint to the Supervisory Authority (Personal Data Protection Commissioner) in case of disagreement with these terms and/or any other matter that concerns or arises from the processing of my personal data.

**DATE:** .....

**SIGNATURE OF THE DATA SUBJECT:** .....

*CIM, as an equal-opportunities organisation, recognises and promotes the advantages of diversity of individuals, and is committed to treat all its applicants with dignity and respect regardless of nationality, gender, gender, disability, age, sexual orientation, religious or other beliefs. Therefore, it encourages submission of applications from all over the community. Furthermore, the search and selection of a candidate are based on their skills, abilities, knowledge, educational background and in some cases on professional experience as well.*