

APPLICATION FORM

PERSONAL AND FAMILY DATA

SURNAME: NAME:

ADDRESS:

POST CODE AREA/VILLAGE.....CITY

MOBILE NUMBER ALTERNATIVE NUMBER

DATE OF BIRTH PLACE OF BIRTH

EMAIL

DO YOU HAVE A DRIVING LICENSE? YES NO

IF YOU HAVE A DRIVING LICENSE PLEASE STATE THE TYPE

POSITION DETAILS

POSITION APPLYING FOR

PERMANENT OR TEMPORARY POSITION

FULL TIME OR PART TIME

DATE AVAILABLE FOR WORK

EDUCATION

SCHOOLS/COLLEGES/UNIVERSITIED you have attended:

<u>DATES (FROM-TO)</u>	<u>NAME OF INSTITUTE</u>	<u>CERTIFICATE / DIPLOMA</u>
1.
2.
3.
4.

OTHER CREDENTIALS / TRAINING

CHARACTERIZE YOUR KNOWLEDGE ON ANY LANGUAGE YOU MAY BE ACQUAINTED WITH:
V.G. = VERY GOOD G. = GOOD F. = FAIR

<u>LANGUAGE</u>	<u>READ</u>	<u>WRITE</u>	<u>SPEAK</u>
1. GREEK
2. ENGLISH
3.

KNOWLEDGE / APPLICATION OF COMPUTERS (GIVE DETAILS OF PROGRAMS e.g. Design programs, Word, Excel, etc)

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OTHER CREDENTIALS / SKILLS / HOBBIES

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WORK EXPERIENCE

START FROM YOUR PRESENT POSITION

NAME/ADDRESS OF EMPLOYER	JOB TITLE	DATES (FROM - TO) & SALARY	REASON FOR LEAVING
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REFERENCES (NAMES & TEL NUMBERS)

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HOW DID YOU HEAR ABOUT OUR COMPANY?

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WHERE DID YOU SEE OUR AD?

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SIGNATURE OF APPLICANT..... DATE

TO BE COMPLETED BY THE MANAGEMENT – FOR OFFICIAL USE ONLY

COMMENTS / REMARKS

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TO BE HIRED: YES NO

IF YES:

FIRST DAY OF EMPLOYMENT

SALARY

POSITION AND WORKING HOURS.....

OTHER TERMS OF EMPLOYMENT.....

MANAGING DIRECTORS: DATE:

HUMAN RESOURCE DEPARTMENT

CHILDREN: NO YES

HR MANAGER: DATE:

