

Application for employment

private and confidential

PricewaterhouseCoopers (www.pwc.com) provides industry-focused assurance, tax and advisory services to build public trust and enhance value for our clients and their stakeholders. More than 163,000 people in 151 countries across our network share their thinking, experience and solutions to develop fresh perspectives and practical advice.

PricewaterhouseCoopers Cyprus (www.pwc.com/cy) tap the knowledge and experience of their international network helping their clients to solve complicated business problems, improve their performance and manage risk in a hard competitive environment.

Our position is strengthened with more than 1,000 people and offices throughout Cyprus. Our team effort makes us efficient in preparing our clients for the needs of tomorrow.

Organised under specialised service lines in Cyprus, we provide a wide range of financial services to both local and international clients, which operate in all sectors of business activity and range from the private individual to the large multinational organisation.

Some of the services provided by the firm are:

Assurance Services

Statutory and regulatory audit services, which include evaluation of information systems and advisory services for accounting and regulatory issues for all types of businesses through specialist industry divisions: Financial Services (FS), Consumer and Industrial Products and Services (CIPS) and Technology, Information, Communications, Entertainment and Media (TICE). Expertise on corporate reporting, performance measurement as well as compliance and review of security and information technology systems by our Systems and Process Assurance (SPA) team which is fully integrated into the overall audit.

Advisory Services

Governance, Risk Management and Compliance, Strategy and Operational Effectiveness, Security and Technology, Process Improvement, Corporate Finance, Transactions Support, Crisis Management, People and Change, as well as general advisory services.

Tax Services

Corporate: Tax planning on structuring, mergers and buyouts and other business issues, tax returns administration, agreement with Tax Authorities and obtaining tax rulings. **VAT:** Advisory services for tax planning, VAT recovery and VAT minimisation and tax compliance (administration of tax returns, communication with VAT authorities, agreement of disputed assessments etc). **Personal:** Tax planning, completion submission and agreement of tax returns, tax services to expatriates, pensioners and other non-Cypriot individuals.

Global Compliance Services

Accounting, company administration and corporate statutory compliance services including advice on establishment and administration of local and international business companies, collective investment schemes, UCITS investment firms and trusts.

Corporate Support Services

Our Corporate Support Services, which employs among others, accountants, lawyers and other qualified staff and engages selected lawyers with extensive and specialised knowledge in corporate law and other business related matters, aims at delivering full support and solutions that combine the required expertise with commercial insight thus adding value to the clients' business.

- PRIOR TO COMPLETING THIS FORM, PLEASE REFER TO THE GUIDELINES AT THE END
- COPIES OF ALL SECONDARY AND HIGHER EDUCATION CERTIFICATES WITH ACADEMIC TRANSCRIPTS, PROFESSIONAL MEMBERSHIPS ETC., MUST BE SENT BY EMAIL TO "cyhcd@cy.pwc.com" OR BY POST TO P.O.BOX 21612, CY-1591 NICOSIA, CYPRUS
- IF APPLICABLE, PLEASE SEND BY EMAIL OR BY POST, AN EMPLOYMENT CONFIRMATION LETTER FROM YOUR CURRENT EMPLOYER

A. Job position and location

Applying for job position
(Reference number)

Town:

B. Personal details

1 Name, Surname

2 Gender

Male

Female

3 Date of birth

4 Nationality

5 Permanent address

6 Telephone (home)

(mobile)

(work)

7 Email address

8 Do you require a work permit to work in Cyprus?

Yes

No

9 Earliest available employment date

10 Please give details of any friend or relative who is connected with PricewaterhouseCoopers or any other organisation that is related to the firm

11 Do you suffer from any serious illness or disability?

Yes

No

If yes, please give details

12 Have you made any previous applications to PricewaterhouseCoopers?

Yes

No

If yes, please state the office to which you applied, date and outcome

C. Education

1 Secondary education

High School/Lyceum	Section	From	To	Average Grade

Main subjects and marks attained

i		iii	
ii		iv	

2 Additional examinations obtained

A' level(s) - Subject and grade

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O' level(s) - Subject and grade

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Other

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3 Higher education

College/University	Course title/Subject	From	To	Final grade*

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

4 Educational achievements, prizes or awards obtained

School/College/University	Year	Achievement/Prize/Award

D. Professional memberships

Professional membership(s), admission date(s)

Examination(s) taken, number of attempts, date final examination(s) passed

E. Language literacy

Language(s)	Fluent	Good	Basic
1 Greek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Computer literacy

		Excellent	Very good	Good
MS Office - Word		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Office - Excel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS Office - PowerPoint		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Employment history

Please start from your most recent employer

	Employer's name & address	Time period	Position/Duties	Gross annual salary	Reason(s) for leaving
i					
ii					
iii					

H. General

1 Interests / Hobbies

2 National Service

Period served/Rank held/Specialisation

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

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

If yes, please explain

I. Additional information to support the application

(Record any additional information regarding your career aspirations, relevant personal experiences, achievements, strengths etc.)

J. Referees

1

Name, Surname		Position	
Address			
Telephone		Email	

2

Name, Surname		Position	
Address			
Telephone		Email	

Checklist

1 All sections from 'A' to 'I' are filled

2 Copies of certificates are attached

K. 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.

L. 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

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

Guidelines

- A** State the position you are applying for (e.g. trainee accountant), and if applicable the relevant reference number, as well as the town (e.g. Nicosia)
- B**
10. This information is important in helping us identify potential conflicts of interest at an early stage.
 12. Add Yes if you have previously applied for a job position or summer internship.
- C**
1. If you have attended more than one secondary school, state the name and the section of the one you graduated from and the average 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 best grade obtained.
 3. State your higher education (e.g. BA Accounting) 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 submit your application online, please send by email or by post all required certificates)
- D** e.g. ACA, ACCA, CPA, etc.
- G**
- i.
 - For new graduates or school leavers, record any summer internships or jobs etc.
 - For professionals, state your current or most recent employer and your gross annual salary in this position. It is important to outline any particular skills or experience you may have gained in this position.
 - ii. & iii. State the details of other employers you had before the one mentioned in field (i).
- J** Please give the names of two referees to support your professional and academic performance.
- L** It is important that you complete this section in order to process your application.

Make sure you sign and date your application

Please return the completed application form to any of the addresses below, or by email to cyhcd@cy.pwc.com

PricewaterhouseCoopers Ltd

- Julia House, 3 Themistocles Dervis Street, CY-1066 Nicosia, P O Box 21612, CY-1591 Nicosia, Cyprus. Tel +357-22555000, Fax +357-22555001
- City House, 6 Karaiskakis Street, CY-3032 Limassol, P O Box 53034, CY-3300 Limassol, Cyprus. Tel +357-25555000, Fax +357-25555001
- Artemidos Tower, 3 Artemidos Avenue, CY-6020 Larnaca, P O Box 40450, CY-6304 Larnaca, Cyprus. Tel +357-24555000, Fax +357-24555001
- City House, 58 Gr Dighenis Avenue, CY-8047 Paphos, P O Box 60479, CY-8103 Paphos, Cyprus. Tel +357-26555000, Fax +357-26555001

For further information, you may visit our website:

www.pwc.com/cy/careers