**Application for employment** Private and Confidential

|  |
| --- |
| **Instructions** |

**Application Form for Graduate Program**

Please complete the application form. Upon completion of the application form, please send it to [hr@treppides.com](mailto:hr@treppides.com)

Please note that we do not process application forms that are not fully completed.

|  |
| --- |
| **Job Position and Office Location** |

Choose an item.

**\*Preferred Department:**

Choose an item.

**\*Preferred Qualification:**

**\*Preferred Location:**

|  |
| --- |
| **Personal/Contact details** |

Click here to enter text.

**\*Title:**

Click here to enter text.

Choose an item.

**\*Name/Surname:** **Gender:**

Click here to enter text.

**\*Date of Birth:**

Click here to enter text.

**\*Permanent Address:** **City:**

Click here to enter text.

Click here to enter text.

**Postal Code:**

**\*Telephone Number \*(Mobile):** **(\*Home):**

Click here to enter text.

**\*Email Address:**

Click here to enter text.

**\*Nationality:**

**\*Have you even been to an interview with K.Treppides & Co Ltd in the past?  Yes  No**

Click here to enter text.

**If yes, when and for what position:**

**Please give details of any person related to you who is connected with K.Treppides & Co Ltd:**

Click here to enter text.

|  |
| --- |
| **Status** |

Choose an item.

**\*I am currently a:**

Click here to enter text.

**If other please specify**:

|  |
| --- |
| **Education** |

1. **\*Secondary Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **High School** | **\*From (MM/YY)** | **\*To (MM/YY)** | **\*Final Grade** |
|  |  |  |  |
|  |  |  |  |

1. **Additional Examinations**

e.g. (GCSE, GCE, IELTS, GMAT, TOEFL, LCCI, etc)

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

1. **Undergraduate/Postgraduate Studies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **University/College** | **Course title**  **(e.g. BSc Accounting)** | **From**  **(DD/MM/YY)** | **To (DD/MM/YY)** | **Final/**  **Expected Grade** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Professional Qualifications (e.g. ACA, ACCA)** |

Note: This part should be completed only if you are currently pursuing a Professional Qualification (ACA/ACCA)

Click here to enter text.

**Date registered as a student:**

Click here to enter text.

**Student Number:**

|  |  |  |
| --- | --- | --- |
| **Papers of ACA/ACCA** | **Exceptions** | **Grade** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Language Skills** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Language(s)** | **Excellent** | **Good** | **Basic** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Computer Skills** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Basic** |
| MS Office (i.e. Word, Excel, Powerpoint) |  |  |  |
| Other: |  |  |  |

|  |
| --- |
| **Employment History** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | | **Employer** | **Position/Duties** |
| **From** | **To** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |

|  |
| --- |
| **Interests/Hobbies** |

|  |
| --- |
| Click here to enter text. |

Click here to enter text.

|  |
| --- |
| **Military Service (only for male)** |

Period Served/ Specialization:

If you have not served/completed your national service, please state the reason

Click here to enter text.

|  |
| --- |
| **References** |

|  |  |  |  |
| --- | --- | --- | --- |
| **1.\*Name/Surname** |  | **Job Position** |  |
| **Telephone** |  | **Email** |  |
| **2. Name/Surname** |  | **Job Position** |  |
| **Telephone** |  | **Email** |  |

|  |
| --- |
| **Prizes/Awards** |

|  |
| --- |
|  |

|  |
| --- |
| **How did you hear about us?** |

University Career Event  Career Fair

Treppides Website  From a K.Treppides & Co Ltd employee

From a friend  Newspaper Advertisement

Other