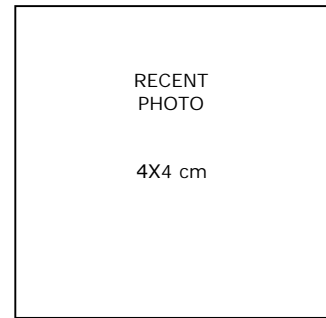




# Job Application

Position: .....



To be completed by the applicant and mailed to:

JCC Payment Systems Ltd  
 Human Resource Department  
 Stadiou 1  
 Nisou Industrial Area  
 2571 Nisou

| 1. Personal Information  |                    |                                 |                |
|--|--------------------|---------------------------------|----------------|
| Last Name.....   |                    | First Name.....                 |                |
| <i>(with capital letters)</i>  |                    |                                 |                |
| Home address:  |                    | Employer's address:             |                |
| Street.....  |                    | Street.....                     |                |
| City.....  |                    | City.....                       |                |
| Postal Code.....   |                    | Postal Code.....P.O.Box.....    |                |
| District.....Tel. No. ....   |                    | District.....Tel. No. ....      |                |
| Mobile phone number  |                    | E-mail address                  |                |
| Sex  | Age                | Date of Birth                   | Place of Birth |
| Citizenship  |                    |                                 |                |
| I.D number   |                    | Social Security Number          |                |
| Have you fulfilled your military obligations? YES <input type="checkbox"/> NO <input type="checkbox"/><br>If YES please state your release date ..... If NO please state expected release date.....<br>If you have obtained a dismissal please state the date of the dismissal .....<br>Reason for Dismissal ..... |                    |                                 |                |
| 2. Education   |                    |                                 |                |
| Secondary Education  |                    |                                 |                |
| <u>Period of study</u>   | <u>School Name</u> | <u>Concentration of Studies</u> | <u>Grade</u>   |
|  |                    |                                 |                |

| Higher/ Undergraduate education  |  |             |  |   |              |  |
|--|--|-------------|--|---|--------------|--|
| <u>Period of study</u>   | <u>University/ College</u>                     |             | <u>Degree/ Subject/ Specialization</u> |   | <u>Grade</u> |  |
| <u>Country</u>   | <u>Brief description of courses (subjects)</u> |             |  |   |              |  |
| Graduate/ Post Graduate Education and Professional Qualifications<br>(in case you are still studying please state at which stage you are currently in) |  |             |  |   |              |  |
| <u>Period of study</u>   | <u>University/ College</u>                     |             | <u>Degree/ Subject/ Specialization</u> |   | <u>Grade</u> |  |
| <u>Country</u>   | <u>Brief description of courses (subjects)</u> |             |  |   |              |  |
| Academic Achievements  |  |             |  |   |              |  |
| <u>Educational Institution</u>   |  | <u>Year</u> |  | <u>Awards/ Distinctions/ Scholarships</u> |              |  |
| Languages (Excellent, Very Good, Good, Average)  |  |             |  |   |              |  |
|  | Greek  | English     |  |   |              |  |
| Written  |  |             |  |   |              |  |
| Oral   |  |             |  |   |              |  |
| Language Exam Certificates   |  |             |  |   |              |  |
| <u>Εξέταση (GCE, TOEFL, κλπ.)</u>  | <u>Subject</u>                                 |             | <u>Year</u>                            | <u>Level</u>                              | <u>Grade</u> |  |
|  |  |             |  |   |              |  |
| Other exam Certificates  |  |             |  |   |              |  |
| <u>Εξέταση (GCE, LCCI, κλπ.)</u>   | <u>Subject</u>                                 |             | <u>Year</u>                            | <u>Level</u>                              | <u>Grade</u> |  |
|  |  |             |  |   |              |  |
| Typewriting Skills   |  |             |  |   |              |  |
| Do you have typewriting skills?  | (Poor, Good, Very good, Excellent)             |             | Typewriting exam certificates:         |   |              |  |
|  | English  | Greek       |  |   |              |  |
| YES <input type="checkbox"/>   |  |             |  |   |              |  |
| NO <input type="checkbox"/>  |  |             |  |   |              |  |

| Computer software skills (Excellent, Very Good, Good, Average) |                    |                    |
|--|--------------------|--------------------|
| Software Applications – (word, excel etc.)                     | Level of Knowledge | Certificates/ Year |
|  |                    |                    |
|  |                    |                    |
|  |                    |                    |

### 3. Professional Experience

Please give details beginning with your previous occupations

| Employers name and address | Period | Position | Gross Monthly Salary |
|----------------------------|--------|----------|----------------------|
|                            |        |          |                      |
|                            |        |          |                      |
|                            |        |          |                      |
|                            |        |          |                      |
|                            |        |          |                      |
|                            |        |          |                      |
|                            |        |          |                      |

If you are currently working, please state why you wish to leave your current job.

If you are not currently working, please state why you left your previous occupation and what have you been doing since then. If you do not have previous work experience please state what have you been doing since you graduated.

### 4. Other Activities

Please give details regarding your participation in teams, associations, professional institutions, voluntary work etc.

While Studying

| Organization/Position | Duties/ Responsibilities |
|-----------------------|--------------------------|
|                       |                          |

At work

| Organization/Position | Duties/ Responsibilities |
|-----------------------|--------------------------|
|                       |                          |

Outside the working environment

|                       |                          |
|-----------------------|--------------------------|
| Organization/Position | Duties/ Responsibilities |
|-----------------------|--------------------------|

Other Interests

Is there anything that limits or could limit your ability to work?

Have you ever been convicted by a civil or military court? If YES, please state the nature of the crime, the conviction date and the penalty received.

Please state any other information you wish to submit.

**5. Career**

Which factors influence your short run and long run career decisions?

What other career paths interest you? Where else have you applied for employment?

**6. Personal References**

Please give the personal information of 2 people (not relatives) who can provide information regarding your character and personality. You should not include public figures unless they know you very well.

1. Name.....  
 Address.....  
 Occupation..... Tel. No.....

2. Name.....  
 Address.....  
 Occupation..... Tel. No.....

I declare that I have personally filled out this application form and the information provided in it is, to the best of knowledge and belief, correct. I realize that any deliberate inaccuracy or omission will result in the rejection of this application, or immediate dismissal in case JCC Payment Systems Ltd of Cyprus hires me.

Date.....

Signature.....

