

## ON LINE CV FORM

### A. POSITION AND LOCATION

If you are applying for work at DM Gobus Audit Services Ltd

1. Position: \_\_\_\_\_

2. Town: \_\_\_\_\_

3. Job code: \_\_\_\_\_

If you are applying for work at one of our clients or emaciates (General)

1. Position: \_\_\_\_\_

2. Town: \_\_\_\_\_

2. Industry: \_\_\_\_\_

4. Other information: \_\_\_\_\_

If you are applying for a specific advertised position at one of our clients

1. Position: \_\_\_\_\_

2. Town: \_\_\_\_\_

3. Job code: \_\_\_\_\_

### B. PERSONAL DETAILS

1. Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

2. Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_

3. Permanent address \_\_\_\_\_

4. Telephones: (home) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Work) \_\_\_\_\_

5. Email Address \_\_\_\_\_

6. Do you require a work permit to work in Cyprus  yes  no

7. Do you have a valid driving license  yes  no

8. Do you suffer from any serious illness or disabilities  yes  no  
if yes, please give details

\_\_\_\_\_

9. How did you first hear of DM Gobus Audit Services Ltd

\_\_\_\_\_

10. Can you start working immediately  yes  no

if not, please explain

\_\_\_\_\_

**C. Education**

1 Secondary Education

School: \_\_\_\_\_ Section: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Average: \_\_\_\_\_

Grade: \_\_\_\_\_

Main Subjects and Marks Attained

i \_\_\_\_\_ mark: \_\_\_\_\_

ii \_\_\_\_\_ mark: \_\_\_\_\_

iii \_\_\_\_\_ mark: \_\_\_\_\_

iv \_\_\_\_\_ mark: \_\_\_\_\_

v \_\_\_\_\_ mark: \_\_\_\_\_

vi \_\_\_\_\_ mark: \_\_\_\_\_

**2. Additional qualifications(s) obtained**

	Subject	Date	Grade
i	_____	_____	_____
ii	_____	_____	_____
iii	_____	_____	_____
iv	_____	_____	_____
v	_____	_____	_____
vi	_____	_____	_____
vii	_____	_____	_____
viii	_____	_____	_____

**3. Higher education**

Course	Qualification & College/University
_____	_____
Title/ subject	From to result
_____	_____

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

**4. Educational achievements, prizes or awards obtained**

School/ college/University	Year
_____	_____
Achievement/ prize/ award	_____
_____	_____

**D. Professional qualifications**

**1. Professional examinations**

Exam taken/ stage	No of attempts	Date final Exam passed
i	_____	_____
ii	_____	_____
iii	_____	_____
iv	_____	_____
v	_____	_____
vi	_____	_____

**2. Professional membership**

Professional body

\_\_\_\_\_

Date admitted

\_\_\_\_\_

**3 Local institute membership**

Local institute

\_\_\_\_\_

Date admitted

\_\_\_\_\_

**E. Language literacy**

Language spoken(s) & written (w)

	Fluent	Good	Fair
1. Greek	<input type="checkbox"/> s <input type="checkbox"/> w	<input type="checkbox"/> s <input type="checkbox"/> w	<input type="checkbox"/> s <input type="checkbox"/> w
2. English	<input type="checkbox"/> s <input type="checkbox"/> w	<input type="checkbox"/> s <input type="checkbox"/> w	<input type="checkbox"/> s <input type="checkbox"/> w
3. Turkish	<input type="checkbox"/> s <input type="checkbox"/> w	<input type="checkbox"/> s <input type="checkbox"/> w	<input type="checkbox"/> s <input type="checkbox"/> w
4.....	<input type="checkbox"/> s <input type="checkbox"/> w	<input type="checkbox"/> s <input type="checkbox"/> w	<input type="checkbox"/> s <input type="checkbox"/> w

**F. Computer literacy**

	Excellent	Very good	Good
Operating Systems (e.g. windows)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word processing (e.g word)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheets (e.g. excel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programming languages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____			

**G. Employment history**

1. Most recent employer

Name and location

\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Salary

Position held

\_\_\_\_\_

Specific Responsibilities

\_\_\_\_\_

Reasons for leaving

\_\_\_\_\_

Skills and Experience gained

\_\_\_\_\_

3. Other Employers

Employer's name \_\_\_\_\_  
Position/ duties/ \_\_\_\_\_  
Address and business \_\_\_\_\_  
Dates responsibilities \_\_\_\_\_  
Salary \_\_\_\_\_  
Reason For leaving \_\_\_\_\_  
From(Year): \_\_\_\_\_ To: \_\_\_\_\_

Other Employers

Employer's name \_\_\_\_\_  
Position/ duties/ \_\_\_\_\_  
Address and business \_\_\_\_\_  
Dates responsibilities \_\_\_\_\_  
Salary \_\_\_\_\_  
Reason For leaving \_\_\_\_\_  
From(Year): \_\_\_\_\_ To: \_\_\_\_\_

Other Employers

Employer's name \_\_\_\_\_  
Position/ duties/ \_\_\_\_\_  
Address and business \_\_\_\_\_  
Dates responsibilities \_\_\_\_\_  
Salary \_\_\_\_\_  
Reason For leaving \_\_\_\_\_  
From(Year): \_\_\_\_\_ To: \_\_\_\_\_

**H. General**

**1. Interests & hobbies**

**2. Sports**

**3. National Service**

Date	Date completed
Drafted	
Rank held	Specialization

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

**4. Have you ever been sentenced by a civil or a military court?**

Yes  no

If yes explain

**J. Referees**

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

2 Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

**I. Additional information to support the application**

**T. 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 DM Gobus Audit Services Ltd irrespective of the timing the firm discovers the true facts.

I also express my consent to the processing of my personal data by DM Gobus Audit Services Ltd ,according to the provisions of the Personal Data Processing Law of 2001.I understand that DM Gobus Audit Services Ltd will keep my personal data confidential.

Tick the box if you agree with the above personal statement.