

FORM I

**APPLICATION FOR EMPLOYMENT OF PERSONS EMPLOYED UNDER
FIXED-TERM CONTRACT TO THE PUBLIC SERVICE**

(Law of 2016 Regulating the Employment of Persons employed under open-ended and fixed-term contract to the Public Service)

To be completed by the applicant

Position for which the application is submitted

.....

A. PERSONAL DETAILS (Please use capital letters to fill in this.)

Name	
Father's Name (As written on the birth certificate)	-----
Surname (This must be completed only in the case the applicant's surname has changed from the surname written on the birth certificate)	-----
Date of Birth -----	Nationality -----
Place of Birth (birth certificate must be attached) -----	Identity Card No. -----
	Social Insurance No. -----
<u>Address of Residence</u>	<u>Contact Telephone Numbers</u>
Street and Number -----	Home -----
PO Box -----	Work -----
Municipality/ Community -----	Mobile No. -----
District -----	E-mail -----
Post Code -----	
If you have fulfilled your military obligations or if you are legally exempted from these, please tick ✓. (Please attach relevant certificate)	
If you are disabled, please tick ✓. (Please attach relevant certificates of your attending physician describing your disability type and state) (this applies only for citizens of the Republic of Cyprus)	
(a). Have you ever been convicted of serious crime involving dishonesty or moral turpitude?	-----
(b). Have you ever been dismissed or terminated from the public service in the past or any other service or public law body of the Republic of Cyprus or the European Union or any other member state of the European Union due to disciplinary offence?	-----
If the answer to (a) and/or (b) is <u>yes</u> , please state the nature of the offence/misconduct, the conviction date and the sentence imposed.	-----
(c). In the past, has your service in any previous employment in the public sector been evaluated in writing as non-satisfactory or insufficient?	-----
(d). Have you violated contractual obligations regarding your previous employment in the public service?	-----

B. EDUCATION/ QUALIFICATIONS

Secondary, Higher/Tertiary, Postgraduate, Professional or other

(Please attach copies of relevant certificates)

From	Until	Educational Institution	School Leaving Certificate (Apolytirion)/Diploma/Degree/Award*	Grade
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----

* Please mention the type of your award or your professional title (e.g. high school leaving certificate (apolytirion), Law degree, B.A. in Economics, MPA, Associate ACCA, etc).

1.	Birth Certificate	
2.	School Leaving Certificate (Apolytirion)	
3.	Certificate of Success in English or other Language Examinations	
4.	Certificates of Greek or English Typing/Shorthand	
5.	University Degree (with Analytical Transcript)	
6.	Master's Degree (with Analytical Transcript)	
7.	Certificate of Fulfilment or Exemption from Military Obligations	
8.	Other Certificates (please specify)	

Declaration on honour

I declare on my word of honour that I have written in this form all the details requested, that the details and the attachments I provided are accurate and true and that the form was completed by me. I understand that any intentional inaccuracy or omission may result to my exclusion or the immediate withdrawal in case I am chosen as fixed-term worker.

I authorize the authority that will be responsible for the recruitment of persons employed under fixed-term contract to cover the specific position to keep my personal data in electronic or in any other form, within the meaning of the Processing of Personal Data (Protection of Individuals) Law, which have been stated in this form.

Signature _____

Date ____/____/____

.....

Proof of receipt

To be completed by the applicant

Full Name-----

Position for which the application is submitted (as mentioned in the publication) -----

Submission Date of Application -----/-----/----- Id. Card No. -----

***INFORMATION REGARDING THE EMPLOYMENT OF PERSONS EMPLOYED
UNDER FIXED-TERM CONTRACT TO THE PUBLIC SERVICE***

1. This form is delivered or sent by registered letter via post or via fax, in time, namely within the deadline specified in the relevant publication, to the concerned, for each case, Ministry or Independent Office, which has launched the relevant position or to the Public Administration and Personnel Department of the Ministry of Finance in case the position regards the execution of office or administrative duties. Applications submitted after the deadline will not be considered.
2. The application form must be fully completed, with all the information and data requested and all the certificates or attestations related to the academic or other qualifications and the professional experience. During the evaluation of the applications, only the information documented with certificates or attestations are taken into account.
3. No-one is recruited as a fixed-term worker, except if he/she holds the qualifications specified at the publication of the position.
4. Specifically, in cases where knowledge of Greek, English and or another language is required, only the applicants that have, during the last date of submission of applications, an acceptable proof from those that are specified from time to time (e.g. study at an educational establishment, success in examination, etc) are taken into account.
5. The recruitment process, as well as the employment terms (duties and obligations, benefits and rights) for employment of persons employed under fixed-term contract to the public service are set out by the relevant laws, regulations, provisions, guidelines, circulars and practices in force.
6. The person employed under fixed-term contract complies with the corresponding legislative, general or special provisions, guidelines and regulations regarding the civil servants.
7. The employment period is specified in the offer document and it also includes the leave earned by the fixed-term worker during their service. It is mentioned that, based on the provisions of the Law of 2016 Regulating the Employment of Persons employed under open-ended and fixed-term contract to the Public Service, the employment of the fixed-term worker is automatically terminated, subject to the provisions of the Employment Termination Law, in case that the position he/she was employed for ceases to exist or in case the project is completed before the expiry of the employment contract.