

## Trainee Application Form

Please complete all sections in your own hand writing and in ink and attach copies of all relevant certificates. If a section is not relevant please indicate accordingly.

<b>Chartered Accountancy</b>	<input type="checkbox"/> <b>Year</b>
<b>Certified Accountancy</b>	<input type="checkbox"/> <b>Year</b>
<b>Summer Trainee Scheme</b>	<input type="checkbox"/>

*For the Summer Trainee Scheme only applicants who are in their last two years of their university studies and who are considering to pursue chartered or certified accountancy traineeship will be considered as eligible for the scheme.*

Surname Mr/Mrs/Ms		<b>PHOTOGRAPH</b>		
First name(s)				
Date of birth				
Home address				
Home Telephone	Mobile Telephone			
Term-time address				
E-mail address	Telephone			
Date at this address	from:		to:	from:
Nationality	Do you require a work permit?	Yes / No	Have you completed your military obligation?	Yes / No/ NA

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### Reanda Cyprus Limited

Eirini Tower, 27 Evagorou Street, 6th Floor, Office 61, 1066 Nicosia, Cyprus.

Tel: +357 22 670680 Fax: +357 22 670681 Email: info@reandacyprus.com Web: www.reandacyprus.com

What contact have you had with Reanda Cyprus Limited?

- School Visit  
  Careers fair  
  Presentation  
  Skills training  
  Work experience  
  Web site  
 Personal contact (Name:.....)  
  Careers directories  
  Advert  
  Other (Please specify)

We may wish to write for an academic reference, please supply name and address of University Tutor or Director of Studies

**Educational history** Please list all examinations (and attempts) taken

Dates		Secondary school		Average mark	
GCSEs or GCE "O" Levels		Year	"A"/"AS"/"S" levels (or equivalent)		Year
Subject	Grade		Subject	Grade	

Dates	College and/or University attended	Type of degree and principal degree subject	
		Degree grade expected/awarded (Delete as appropriate):	

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Undergraduate courses (Please list all subjects studied and examined or attach your transcript)				
Dates	Subjects	Examination results	Subjects	Examination results
1 <sup>st</sup> year				
2 <sup>nd</sup> year				
3 <sup>rd</sup> year				
4 <sup>th</sup> year				
Other				
Projects and subsidiary subjects			Scholarships, exhibitions, prizes	

Details of post-graduate education
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**Record of employment including vacation work**

Dates	Organisation, type of work and post held



**Languages:**

1.	Proficiency Level:
2.	Proficiency Level:
3.	Proficiency Level:
4.	Proficiency Level:
5.	Proficiency Level:

(Proficiency Levels: Proficient, Excellent, Very Good, Good)

**IT Knowledge:**

*(Word, Excel, Power Point etc)*

1.	Proficiency Level:
2.	Proficiency Level:
3.	Proficiency Level:
4.	Proficiency Level:
5.	Proficiency Level:

(Proficiency Levels: Proficient, Excellent, Very Good, Good)

**Major social, leisure and sporting activities and achievements including positions of responsibility**

At School
At University
Other

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Details of travel abroad, year out, placements, etc.

Please write about a project or activity you have been involved in that has been particularly interesting.

Describe your personal contribution and the impact the activity made on you.

Please leave  
blank



Please use this space for any additional information you would like to share with us

Reanda Cyprus Limited is an equal opportunities employer.

Signed

Date

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The completed form should be returned to: Human Resources Department  
Reanda Cyprus Limited  
27 Evagorou Street  
Eirini Tower  
6<sup>th</sup> floor, office 61,  
P.C. 1066  
1066 Nicosia

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