



## INTERNSHIP APPLICATION FORM

In order to be considered for an internship position at Simplex, please complete and return this form to [hr@simplex.com.cy](mailto:hr@simplex.com.cy) with the subject *Internship Application* along with your CV, certificates and other relevant documents.

### Section 1 - Your Application

Position applying for; choose all of interest that are relevant to your skills and qualifications:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> IT Systems Engineer    | <input type="checkbox"/> Network Engineer       | <input type="checkbox"/> Cybersecurity Engineer  |
| <input type="checkbox"/> Collaboration Engineer | <input type="checkbox"/> IT Support Engineer    | <input type="checkbox"/> NOC Engineer            |
| <input type="checkbox"/> Facility Engineer      | <input type="checkbox"/> Web/Software Developer | <input type="checkbox"/> Sales & Marketing       |
| <input type="checkbox"/> Accounting & Finance   | <input type="checkbox"/> Receptionist           | <input type="checkbox"/> Building Security Guard |

If selected, when would you be able to start working with us?

### Section 2 - Your Details

First name:

Surname:

Address:

Mobile no.:

Email address:

Social Insurance no.:

ID/Passport number:

Are you legally entitled to work in Cyprus?

Yes  No

It is our statutory obligation in accordance with the Immigration, Asylum and Nationality Act that we must ask for proof that you are entitled to work in Cyprus.

Date of birth:

Place of birth:

Nationality:

Sex: Male  Female  Other

### Section 3 – Languages

Please rate yourself in regards of oral and writing communication skills in the following languages, completing any languages not on the list. Please use *Excellent, Very Good, Good, Average, N/A*

Language	Oral	Writing
English		
Greek		
Russian		

#### Section 4 – Academic and Professional Qualifications

Please complete the below table for all academic qualifications you possess, including secondary education, GCE's, etc. as well as professional qualifications, including vendor certifications, e.g. from Microsoft, Cisco, etc.

Course Title	University/Institute/Vendor	Date Acquired	Title Acquired	Grade

#### Section 5 - Your References & Employment Details

##### Reference 1

Company/School name:

Referee name:

Address:

Telephone no:

Email:

Date from:

Date to:

##### Reference 2

Company/School name:

Referee name:

Address:

Telephone no:

Email:

Date from:

Date to:

##### Employment History

Please include internships and summer placements

Employer	From	To	Position	Salary

##### Salary Expectations

What are your monthly salary expectations during your internship?

## Section 6 - Your Health

Are you a regular smoker? Yes  No

Do you consume / drink alcohol on a regular basis? Yes  No

Are you addicted to drugs? Yes  No

Please note that the company reserves the right to ask you to undergo a professional health assessment.

Do you consider yourself to have a physical or mental disability or long-term medical condition that affects you in your normal day-to-day activities (e.g. hearing impairment, diabetes, back pain, etc.)?

Yes  No

If yes, please provide details:

## Section 7 - Convictions

Please provide us with details of any criminal convictions. Failure to do so may result in the termination of any Contract of Employment arising from this application.

Conviction of a criminal offence may prevent you being considered for certain positions; future convictions of a criminal offence might be a reason for termination of any Contract of Employment.

Have you been convicted of a criminal offence in Cyprus or any other country? Yes  No

If yes, please provide details:

Date of appearance:

Offence:

Name of court:

Sentence:

Date of appearance:

Offence:

Name of court:

Sentence:

Have you ever received a caution from the police with respect to the commission of a criminal offence over the last 5 years? Yes  No

Date of caution:

Offence:

Name of Police Force:

Court appearance pending? Yes  No

Date of caution:

Offence:

Name of Police Force:

Court appearance pending: Yes  No

## Section 8 - Recruitment Details

How did you hear about Simplex? Please tick appropriate box:

Press

Recruitment Agency

Simplex employee

Simplex website

E-recruitment/online vacancy

Careers fair/open day

Other (please specify):

If referred by a Simplex employee, please enter his/her name:

**Section 9 – Personal Statement**

Briefly state the reasons for which you believe we should prefer you for the position(s) you apply for, outlining your qualities, strengths and weaknesses. Please explain what you are looking to gain from your internship at Simplex and how this will benefit you. We would also like to hear about your career plans beyond your internship including continuation of your studies, future employment and professional growth.

**Declaration**

I declare that information completed on this form as well as information included in the CV and other documents sent to the Company as part of my application are accurate and I accept that should any statement made by me in connection with this application be found to be false, the application shall be void and as a result any contract arising may be terminated by the Company at any time.

Simplex Software & Internet Services Ltd. complies and respects the Data Protection Act and will handle any information contained in this form according to relevant legislation. The information provided on this form will be used as part of our selection process and will be retained for a period after the selection process has been completed. By signing below you consent to the information in this form being used for these purposes and you agree that you may be contacted by the Company for any future suitable employment opportunities.

Signature:

Date: