

Cleopatra Hotel

Have you completed your military service? IF YES,	Yes <input style="width: 50px; height: 20px;" type="checkbox"/>	No <input style="width: 50px; height: 20px;" type="checkbox"/>
From _____	To _____	
Specialisation/Rank: _____ IF NOT explain: _____		
Have you applied to Cleopatra Hotel in the past? (Please circle) YES/ NO IF YES, state the position you applied for, date and outcome.....		
Available start date for employment:.....		
*Have you ever been sentenced by civil, criminal or military court? Please circle (YES/NO) IF YES please explain:.....		

Γ. Education

1. Secondary Education				
High School	From	Until	Department	Average Grade
.....
.....
2. Higher Education (e.g. degree title, master degree title, etc)				
College/University	From	To	Department	Average Grade
.....
.....
.....

Cleopatra Hotel

Δ. Professional qualifications
(Important seminars, workshops, educational programmes etc. that you have attended and are relevant to the position you are applying for)

1 Title.....	Date.....
2 Title.....	Date.....
3 Title.....	Date.....

E. Languages *

Which of the following apply?

Language skill	Greek		English		Other.....	
	Verbal	Written	Verbal	Written	Verbal	Written
Fluent						
Very good						
Good						

ΣΤ. Other additional skills and qualifications (e.g. computer skills)

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Cleopatra Hotel

H. Employment History

Please start with your most recent employer

Company Name and address	Date (From-Until)	Position/ Tasks/ Responsibilities	Salary	Reason of termination
1.				
2.				
3.				
4.				

Θ. References

<p>Full Name:</p> <p>Position:</p> <p>Company:</p> <p>Signature:</p>	<p>Full Name:</p> <p>Position:</p> <p>Company:</p> <p>Signature:</p>
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YOUR PERSONAL DATA AND CLEOPATRA HOTEL

A. Keeping your personal data on file at Cleopatra Hotel, Loucoullos Hotels Ltd.

Based on the provisions of the Personal Data Processing (Protection of the Individual) Act 138(i)/2001, Cleopatra Hotel is under obligation to ensure that your personal data (i.e. personal information regarding yourself), including sensitive data (as defined in the relevant law above and in accordance with current legislation at all times), will be processed lawfully and in accordance with the above mentioned legislation.

With this document we inform you that any personal information which:

- 1) Have either been or will be given at some future point to Cleopatra Hotel by you during filling all application the process of any other activity at the Cleopatra Hotel (herein called the 'Hotel')
- 2) Have either been attained or will be attained by a third party

may possibly be kept on file, electronically or otherwise at the Hotel. In such a case, the Hotel will process and use that data in accordance with the previous mentioned hereunder.

We would like to assure you that the processing of your personal data will be limited only to absolutely necessary data for the specific purpose of the process.

For the purposes of this document, the term "processing" is used and will be used in accordance with the meaning which is given to it in article 2 of the Personal Data Processing (Protection of the Individual) Act and in accordance with current legislation at all times.

PURPOSE OF PROCESSING

Your Personal Data may be processed for the following purposes:

- to process, review, administer and assess your application for employment; and
- to comply with the requirements of relevant Laws and Regulations; and
- for statistical purposes, for IT processing and for historical purposes
- for the Health and Safety of the personnel, the customers, the visitors, and the collaborators of Cleopatra Hotel
- For any obligations of our company towards governmental authorities, units and services

Access to and change of personally identifiable information

In order to keep your Personal Data up to date and accurate we ask you to inform us about any changes to it. Please note that we may ask you for proof of identity for your safety. Please note that you will need to send a letter or e-mail to the Personal Data Compliance Officer for any necessary changes or requests regarding your Personal Data. It might not be possible to process any of your requests regarding your personal data referred within this Policy. For new job applications we ask that you send us a separate application form if and when it is required. In general, according to the relevant law you have the right to request that we inform you about any personal information we maintain about you and have been processed.

Period of Retention

Your personal information will be kept for a maximum of 2 years and for as long it is necessary for the purposes described in this Policy, unless an extension of this period is required in accordance with the applicable law, at all times.

Children

We do not accept job applications from or for children under the legal age as it is defined in the relevant law.

Changes in this Policy

This Policy will be revised according to the relevant law. The latest version of this policy will be posted on the Career Section of our website and will be effective upon the posting. The date of the most updated version of this policy is included in this document. When you make an application to the Hotel by any means or if you get hired by the Hotel or continue to work at the Hotel after a revised policy this ensures your acceptance of the updated policy in effect. Access to your personal data is limited to authorized personnel of the Hotel and the Hotel Management for the processing and assessment of your application.

If you supply us with the personal data of other people as a part of your references or as part of your CV you owe to have their permission to do so before you supply us with their personal information.

In case of employment at Cleopatra Hotel, the Policy above will be in effect, as well as the general Privacy Policy of Cleopatra Hotel which you may find at www.cleopatra.com.cy.

The "Person in Charge of Processing Personal Data"

The electronic or other file containing information which concerns you will be under the control of the Person in Charge of Processing Personal Data. The Person in Charge of Processing Personal Data in relation with the above mentioned

Statement / Consent form

I have read, been informed, understood and agree with all the above and in full knowledge, I consent to the keeping on electronic or other file/s, and to the processing in a lawful manner, of any of my personal data (including sensitive data), that have been obtained either by me or by any other way.

In case my application is unsuccessful, I hereby give my consent to you to contact me for other job opportunities that may arise in the future and which may be suitable for me according to your judgment.

I certify that the information contained in this application is complete, exact and true. If not, I understand that any false information, statement, omission or misrepresentation on this application form constitutes sufficient cause for rejection of my application, refusal of employment or immediate dismissal at a later stage if employed in Cleopatra Hotel and/or Loucoullos Hotels Ltd, irrespective of the timing the firm discovers any of the above.

Signature

Date

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