

# APPLICATION FOR EMPLOYMENT



Address: Griva Digeni 81-83, 6th floor  
1416 | publictransport.com.cy

## Personal Details

Name			
Surname			
Address			
Home Telephone No.		Mobile No.	
Email Address			
Position applied for:			

## Additional Information

Do you have a valid Professional driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been in possession of a valid Cypriot driving licence for more than one year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a valid European category D driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you worked as a driver with a public transport provider before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Kindly fill in the below information or attach your CV

## Education

School Attended	Year From – To	School Leaving Certificate
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

## Qualifications and Courses

Course/Subject	Grade	Year

## Employment History

Job Title	Employer Name	Dates From - To	Reason for leaving

## Declaration

I declare that the information on this application form is true and accurate. I understand that if it is discovered that any information provided is false or misleading, I may be dismissed from employment. I agree to undergo a pre-employment medical examination and acknowledge that if I fail this examination my employment may be terminated.

This application form contains sensitive personal data protected under the Regulation (EU) 2016/679 (General Data Protection Regulation). You hereby acknowledge and consent that your personal data listed in this application form may be processed and used by Cyprus Public Transport in accordance with the attached Privacy Notice.

Should your application be successful, then the information contained in this application form will form part of your personal file.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **PRIVACY NOTICE**

NPT NICOSIA TRANSPORT SERVICES AND OPERATIONS LIMITED (the “Company”, “us”, “we”), collects and processes personal data from all candidates (“you”, “your”) who apply for a job with the Company, in the manner and for the purposes stated herein.

This Privacy Notice includes all the information the Company, as controller under the General Data Protection Regulation, Regulation (EU) 2016/679 (“GDPR”) and any relevant law, has an obligation to provide you with, as data subject of the data it collects and processes.

### **1. What information we collect**

The personal data we collect from you are the following:

1. Full name
2. Contact details (residence address, phone number, email, etc)
3. Curriculum Vitae (date of birth, education particulars and background, professional qualifications, history of employment, etc)
4. Whether you have a valid Professional driving licence
5. Whether you have been in possession of a valid Cypriot driving licence for more than one year
6. Whether you have a valid European category D driving licence
7. Whether you have worked as a driver with a public transport provider before
8. Criminal Record Certificate/ Previous Convictions (only for non-Cypriot resident professional drivers)

If you decide to provide contact information of other persons for reference purposes you have an obligation to inform these persons in advance and obtain their consent. Any communication we may have with these persons will be exclusively at your request and on your behalf.

### **2. Purpose of the collection**

The purposes for which we collect and use your personal data is to assess your eligibility and suitability for the position you are applying for.

If your employment application is successful, you may be required to provide further personal information to set you up as an employee of the Company. In this case you will be provided with further information about how we process your personal data and copies of the Company’s Employee Privacy Notice in due course.

We do not collect and we do not process any personal data other than that specifically mentioned above without your explicit consent unless you ask us to do so.

You do not have an obligation to provide us with your personal data. However, by providing us with all the requested information we will be able to process your application faster, therefore improve the process for your benefit.

We don’t use automated decision-making processes or profiling while processing your personal data.

### **3. How we keep your data**

We process your personal data at our offices in Nicosia, where they are kept and stored.

For the storage and security of your personal data the Company takes all the necessary technical and organizational measures to ensure that the processing is carried out in accordance with the law and the GDPR (access control, firewalls, antivirus, cryptography, etc).

### **4. Access to your data**

Within our Company, your personal data is accessible only to those who need to, with a duty of confidentiality and only for the purposes mentioned in paragraph 2 above.

Outside our Company, recipients of your personal data may be third parties who provide services to our Company in the context of our business, such as recruitment services, payroll services, technical services, information technology services, provision and maintenance of software, etc.

We choose our associates very carefully, after the necessary checks have been carried out and sufficient guarantees have been provided to implement appropriate technical and organizational measures in such manner that processing will meet the requirements of the GDPR and the relevant laws and ensure the protection of your rights.

The external recipients of your personal data may also include any third parties who may have access to your data for any of the purposes mentioned in paragraph 2 above.

### **5. Retention period**

In accordance with Company policy, your data is kept only until the vacancy for the position for which you have applied for has been fulfilled. After this period, your personal data will be irreparably destroyed.

If your Employment Application is successful you will be provided with a copy of the Company's Employee Privacy Notice in due course, which includes information about the relevant retention periods applicable to the personal data of Company employees.

If your Employment Application is not successful we may request your consent to keep your Employment Application for future reference and we may contact you again in the event there is a vacancy that is relevant to your experience and qualifications. In this case we will keep your personal data for up to 6 months. You may withdraw your consent at any time. After the expiration of this period or once we have received notice that you have withdrawn your consent, your personal data will be irreparably destroyed.

### **6. Transfer to third countries**

Your personal data will not be transferred to entities or other third parties whose headquarters or place of data processing is not located in a member state of the European Union or the European Economic Area.

### **7. Your rights**

Should you believe that any personal information we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted by contacting us at the email address [hr@publictransport.com.cy](mailto:hr@publictransport.com.cy), or by calling us at +357 22220200.

In the event that you wish to complain about how we have handled your personal data, you may contact us at the above email address and telephone number. We will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can submit your complaint with the Office of the Commissioner for Personal Data Protection, at 1 Iasonos Street, 2<sup>nd</sup> Floor, 1082 Nicosia, tel. +357 22 818456, website address: [http://www.dataprotection.gov.cy/dataprotection/dataprotection.nsf/home\\_en/home\\_en?opendocument](http://www.dataprotection.gov.cy/dataprotection/dataprotection.nsf/home_en/home_en?opendocument).

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