

APPLICATION PROCEDURE

Interested parties should submit in printed **and** electronic form (pdf files) **until the call's announced deadline** the following:

1) A Document stating:

- The Department
- The rank or ranks,
- The specialisation(s) for which the applicant is interested
- The date at which they can assume the position in case of election

2) Updated Curriculum Vitae **(1 copy)**

3) A brief review of their research work and their future research goals (up to 1500 words) **(1 copy)**

4) Publications List **(1 copy)**

5) Copies of the three most representative publications **(1 copy)**

6) Evidence of their qualifications

7) Contact information (name, address) of three university Professors who will send reference letters

8) Contact information

In cases where the candidates will be called for interviews then the Professors referenced at point 7 should be asked to submit reference letters directly to Frederick University Cyprus, Administration and Human Resource Service, care of Mr Achilleas Achilleos. The University may ask for additional confidential information. Also, the University may ask for reference letters from independent parties that the members of the electoral bodies choose, if deemed necessary.

Candidates that wish to submit for more than one positions called in the announcement should submit **a separate application for each position** which includes all information (1-8).

Applications or other relevant material that was submitted in the past will not be considered and interested applicants should resubmit.

Applications that do not satisfy the requirements of the announcement will not be forwarded to the electoral bodies.

All applications should be submitted in a closed envelop indicating the specialisation of the position applied for and delivered at the Human Resource Office at Frederick University Cyprus or send via registered post in an envelop stamped not later than the announced deadline to the address:

Frederick University Cyprus,
Administration and Human Resource Service, care of Mr Achilleas Achilleos
PO Box. 24729, 1303
Nicosia CYPRUS

For more information, candidates can contact Mr Achilleas Achilleos, Human Resource Service at +357 22 431355 or via email at a.achilleos@frederick.ac.cy