



APPLICATION PROCEDURE FOR ACADEMIC VACANCIES

You should submit the following electronically (pdf files) before **the deadline of the announced vacancy**:

- 1) A cover letter stating:
 - Your contact information
 - The specialization(s) which you are interested in
 - The date on which duties can be assumed, if hired
- 2) Current resume/curriculum vitae
- 3) Description of research work and future research plans (up to 1500 words)
- 4) List of Publications
- 5) Copies of the three (3) publications representative of your work
- 6) Evidence of your qualifications
- 7) Contact information of three (3) University faculty referees willing to provide reference letters for you.

In case you are invited to an interview the referees will be asked to submit reference letters directly to Frederick University, by email to vacancies@frederick.ac.cy.

Applications need to be sent by email to: vacancies@frederick.ac.cy, care of Mr Achilles Achilleos, Department of Human Resources.

The University may ask for additional information to support the application.

The curriculum vitae and research description must be submitted in both English and Greek if the teaching language indicated is Greek. These documents should only be submitted in English if the teaching language indicated is English.

Applications or other relevant material submitted in the past for other positions will not be considered for this application, therefore interested applicants should resubmit all documents supporting their application.

Applicants that wish to apply for more than one vacancy position should submit a **separate application for each position.**

Applications that do not satisfy the criteria of the vacancy announcement will not be forwarded for appraisal.

For more information, applicants can contact Mr Achilleas Achilleos, Human Resource Department, Frederick University, by email at vacancies@frederick.ac.cy.