**Application For Person Certification**

1. **Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** |  | | |
| **Date of Birth** |  | **Address** |  |
| **Postcode** |  | **City** |  |
| **VAT number** |  | **Tax office** |  |
| **Phone number** |  | **Ε-mail** |  |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Copy of**  **identification (copy):** | |  |  | | --- | --- | |  | **ID**  **PASSPORT**  **DRIVING LICENSE** | |  | **number:**  **number:**  **number:** | | | | |

1. **I need a receipt (Individuals)  I need an electronic invoice for my Company :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the company** |  | | |
| **Activity** |  | **Address** |  |
| **Postcode, Region** |  | **Person in charge** |  |
| **VAT number** |  | **Position in the Company** |  |
| **Tax office** |  | **Company Seal** |  |
| **E-MAIL 1** |  | | |
| **E-MAIL 2** |  | | |

1. **Scheme for certification sought (in detail):**

|  |
| --- |
|  |

1. **Special requirements (Person with disabilities, difficulty in reading etc.):**

|  |
| --- |
|  |

1. **I declare I possess the qualifications (requirements in the respective Specific Regulation)**

|  |  |  |
| --- | --- | --- |
| * **Knowledge of the foreign language** | * **Working license** | * **Health clearance** |
| * **Computer Knowledge** | * **Else \_\_\_\_\_\_\_\_\_\_\_\_** | * **Conviction clearance** |

1. **Professional Experience (see requirements in the respective Specific Regulation)**

|  |  |  |  |
| --- | --- | --- | --- |
| **From (month/year)** | **Until (month/year)** | **Company** | **Work subject** |
|  |  |  |  |

1. **Vocational Training - Technical seminar (see requirements in the respective Specific Regulation)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training title**  **(copy)** | **Dates that took place** | **Duration of the training (hours)** | **Name of the training Institute** |
|  |  |  |  |

1. **Commitment-Obligation**

I am hereby applying for the certification by TÜV HELLAS and I do confirm that I fully understood and I agree to the following terms:

1. I have read and accepted the terms and requirements of the General Regulation1 and the Specific Regulation for Persons Certification1 of the scheme I am applying.
2. I will comply with the Code of Professional Ethics, the terms of use of the Certification mark and of the Certificate, and the TÜV HELLAS obligations2.
3. The information I have provided herein are precise and valid and in case of changes I commit that I will provide them in a timely manner to TÜV HELLAS. However, in case of proven false information or information hidden or in case of terms-requirements violation, I may be excluded from the certification process or my name may be deleted from the TÜV HELLAS Certified Professionals registry.
4. Since I will be certified, my data will be included in the TÜV HELLAS Registry of Certified Professionals and my certification status can be disclosed to third parties.
5. I am obliged to pay to TÜV HELLAS my due fees on time (me or my Company), as required in the General and Specific Regulation1.
6. I shall immediately declare to TÜV HELLAS any information that may reasonably affect my ability to convey effectively as certified professional.
7. **Information For Candidates**

The following guidelines should be taken into account before completing the application.

* The application must be filled in clearly and fully in accordance with the required fields. If a document is not easily readable, additional information / documents may be required by the candidate. The data in the tables of Work Experience and training should be listed in chronological order, starting with the current or most recent experience / training.
* All documents submitted in order to support the application (eg. Copies of ID, high school diploma, license, etc.) must be in Greek or English or accompanied by a certified translation of the original in another language.
* Documents to be submitted along with the application should be of a good quality photocopy of the original document / certificate, which shows the issuing body, the title, the date and the name of the person.
* TÜV HELLAS process and protect personal data within the framework of the lawful and regulatory framework for Certification / Training Bodies, for marketing and communication / support / information purposes for similar activities of our Company (see [site](https://www.tuv-nord.com/gr/el/home/politiki-asfaleias-kai-prostasias-prosopikon-dedomenon/)).
* If there is not enough space in the application form, the candidate can use additional sheets. These should be signed as well.
* If the application review results to rejection due to false or misleading information then this application will be filed and the person will be accordingly informed.
* The certification fees shall be paid in any case irrespective if the certification process is concluded with pass mark or not.

Signature Date

*1. They are available in the offices and / or at the website of TUV HELLAS*

*2. See General and Specific Regulation for the Person Certification*