

## APPLICATION FOR PERSON CERTIFICATION

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**1. Personal Information**

Full name			
Date of Birth		Address	
Postcode		City	
VAT number		Tax office	
Phone number		E-mail	
Copy of identification (copy):	<input type="checkbox"/> ID	number:	
	<input type="checkbox"/> PASSPORT	number:	
	<input type="checkbox"/> DRIVING LICENSE	number:	

2. A) I need a receipt (Individuals)

B) 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			

I DO NOT want electronic invoice

3. Scheme for certification sought (in detail):

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

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5. Education and other qualifications (see requirements in the respective Specific Regulation)

Knowledge of the foreign language

Working license

Computer Knowledge

Else \_\_\_\_\_

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

From (month/year)	Until (month/year)	Company	Work subject	Proof of employment (copy)

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### 7. Vocational Training - Technical seminar (see requirements in the respective Specific Regulation)

Training title ( <u>copy</u> )	Training syllabus ( <u>copy</u> )	Dates that took place	Duration of the training (hours)	Name of the training Institute

### 8. Commitment-Obligation

I am hereby applying for the certification by TUV 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 Regulation and the Specific Regulation for Persons Certification<sup>1</sup> 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 TUV HELLAS obligations<sup>2</sup>
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 TUV HELLAS Certified Professionals registry.
4. Since I will be certified, my data will be included in the TUV 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 Regulation<sup>1</sup>
6. I shall immediately declare to TÜV HELLAS any information that may reasonably affect my ability to convey effectively as certified professional

### 9. 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.
- We 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](#))
- 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