



Work Study Application Form

Student ID:

Photo

Applicant's Last Name: _____

Applicant's First Name: _____

Father's Name: _____
(Last Name) (First Name)

Mother's Name: _____
(Last Name) (First Name)

Place of Birth: _____ Date of Birth: ____/____/____ Citizenship: _____
Day Month Year

Identity Card Number _____

Personal IKA Registry Number (Προσωπικός AMA IKA): _____

National Bank of Greece Account No. _____

AMKA Number _____

Mobile Tel.: _____ E-mail: _____

Reasons for seeking employment:

- ☐ Financial _____
- ☐ Working Experience _____
- ☐ Other _____

Documents to be submitted along with the Work Study Form:

- For Greek students:** A copy of your Greek Identity Card.
For students from the USA, Canada and other non-European Union countries: A copy of your current residence permit valid for Employment or a copy of your Greek Identity Card/Passport-Greek nationality. (A residence permit for studies or vocational training does not provide a right for employment.)
For students from EU countries: A copy of EU Citizens Registration Certificate (Vevaiosi Eggrafis).
- An **official document** stating your **A.Φ.Μ.** and **Δ.Ο.Υ.**
- A **Curriculum Vitae (CV)** at financialassistance@acg.edu

Important:

- Students on academic or disciplinary probation are not eligible.
- Students who have never obtained a personal IKA registration number (AMA IKA), will be given a Certificate of employment (Βεβαίωση Εργασίας) when they visit the Office of Human Resources to sign their employment documents. This Certificate of employment (Βεβαίωση Εργασίας) must be submitted to the IKA Mitroo Department in order to obtain their personal IKA Registration number (AMA IKA). A copy of the IKA Registration number should be submitted to the Office of Human Resources. This process should be completed within 5 working days from the starting date of employment.
- Students who do not have a bank account with the National Bank of Greece, must issue one upon their employment since all college payments are done through the specific bank.
- Students applying must be at least 18 years of age.

Financial Assistance and
Planning Office

6 Grivas Street, 153 42
Aghia Paraskevi
Athens, Greece
t: +30 210 600 9800
ext. 1305, 1306, 1327
f: +30 211 106 0590
www.acg.edu
financialassistance@acg.edu

NOTIFICATION AND CONSENT FOR THE PROCESSING OF PERSONAL DATA

The American College of Greece (also called herein as **"Data Controller" or "ACG"**) hereby informs you that it collects, processes and stores, in electronic or paper form, the personal data that are included in the present application (especially the following: Full Name, Student ID Number, photo, parents' full names, place and date of birth, citizenship, ID Number, personal IKA Registry Number, bank account number, AMKA Number, contact details, reasons for seeking employment, data included in Identity Card/passport/residence permit/registration certificate, Tax Registration Number, Tax Office, curriculum vitae), according to the provisions of the applicable legislation on personal data, namely today the Regulation (EU) 2016/679 of the European Parliament and of the Council ("General Data Protection Regulation"), as well as the applicable Greek Legislation regarding the protection of personal data, as in effect from time to time (called herein as **"the Personal Data Legislation"**), and according to the specific terms and conditions set below:

The American College of Greece collects and processes the above personal data for the purpose of evaluating your work study application and, in case you are hired, for the performance of the employment contract. The legal bases of the above processing are your written consent granted hereby, the fact that the processing is necessary in order for ACG to take steps at your request prior to entering into a contract, the serving of the legitimate interests of ACG and in case you get hired the performance of the employment contract and the compliance of ACG with its legal obligations.

The above personal data will be accessible and processed by authorized employees of the American College of Greece, who will process the personal data solely for the fulfillment of the aforementioned purposes, and by no means for their own benefit. Furthermore, some of the above personal data will be accessible and processed, within the framework of their responsibilities, by authorized external associates of ACG for the fulfillment of the aforementioned purposes. Any further transfer of personal data to any third person or to a country outside the European Union, will take place only in accordance with the Personal Data Legislation.

The American College of Greece will keep and process the above personal data for as long as it is required for the serving of the aforementioned purposes of processing and for as long as it is required in order to comply with its legal obligations and to defend itself against any legal claims. After the above time period, the American College of Greece will proceed to the definite deletion of the above personal data.

Subject to certain exceptions, conditions and limitations provided by the Personal Data Legislation, you can exercise your right of access, rectification, restriction of processing, objection, erasure of the above personal data, as well as the right to data portability. In case you exercise one of the aforementioned rights, the American College of Greece will take any possible measure for the prompt satisfaction of your request, according to the specific provisions and conditions of the Personal Data Legislation, and shall inform you in writing regarding the satisfaction of your request, or for the reasons that prevent the exercise of the right by you or the satisfaction thereof according to the Personal Data Legislation.

In addition, you may at any time withdraw your present consent, without although affecting the lawfulness of processing based on consent before its withdrawal and the processing based on any other legal basis. We inform you that in case of withdrawal of your consent, we will not be able to use the above personal data and the evaluation of your work study application will not be possible.

Furthermore, you have the right to lodge a complaint with the Hellenic Data Protection Authority, in case you consider that the processing of your personal data is against the applicable legislation.

If you have any queries in relation to the protection of your personal data or you wish to exercise your legal rights, please contact the Data Protection Officer of the American College of Greece by using the following contact details:

Address: 6 Grivas Street, Aghia Paraskevi, 15342
E-mail address: dpo@acg.edu

I have been informed and I hereby provide my consent for the processing of the aforementioned data.

Signature

First and Last Name

Date