EGEO NOVA HR

Building Better Businesses Together

APPLICANT GUIDE

How to apply: fill in your application form

A simple step-by-step guide for job seekers applying for roles in Turkey through Egeo Nova.

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STEP-BY-STEP GUIDE

How to fill in the Egeo Nova application form

Read this guide first. Filling in the form takes about 15 minutes.

You do not need a CV

Do not upload or send a CV. **We create your CV for you** from the answers you write in this form. We send that CV to the employer for the first selection.

So your answers in **Step 3** and **Step 4** are very important. They show your work experience, skills and education.

Important rules

- **Apply only through the form** at www.hr.egeonova.com/apply.
- **Do not email or message us** to apply or to ask about your application. We receive many applications every day and every one is reviewed.
- **Apply one time only.** Sending the form again does not help.
- If your profile matches a vacancy, we will invite you for an interview.

Have these ready before you start

- Your passport, to copy your name exactly as written there
- Your mobile number with country code
- An email address that you check every day
- Your home address
- The city of the Turkish embassy or consulate nearest to you
- Details of your last job and your education. These are **very important** because they build your CV

How to read the form

All fields are required, except Address Line 2 and the referral code box. If an answer is “none”, write “None” or “No experience yet”. Do not leave a field empty.

On the next pages every field has a gold number. Find the same number in the list under the picture to see what to write.

STEP 1 OF 5

Choose your job and tell us about yourself

The form starts with the job you want, then “1. Personal Information”.



1 **Position Applied For.** Choose the job you want. If you are not sure, choose “General application (any role)”.

2 **First Name.** Your first name, spelled as in your passport.

3 **Last Name.** Your family name, spelled as in your passport.

4 **Date of Birth.** Tap the box and choose your date. Follow the format shown in the box.

5 **Gender.** Choose Male, Female or Other.

6 **Phone Number.** Write your mobile number with the country code, for example +880, +66 or +62.

7 **Email.** Use an email address you check every day. Write it carefully. Our reply goes to this address.

8 **Nationality.** The country of your passport.

STEP 2 OF 5

Your address and referral

This continues “1. Personal Information”.

9 Address Line 1 *

10 Address Line 2

11 City *

12 Postcode *

13 Country *

14 Nearest Turkish Consulate Office *

e.g. Dhaka, Jakarta

15 Referred by / Referral Code *

Select an option

9 **Address Line 1.** House number and street name.

10 **Address Line 2.** Optional. Area, village or building. This is the only address field you can leave empty.

11 **City.** Your city or town.

12 **Postcode.** Your postal code.

13 **Country.** The country where you live now.

14 **Nearest Turkish Consulate Office.** The city of the Turkish embassy or consulate closest to you, for example Dhaka or Jakarta.

15 **Referred by / Referral Code.** You must choose one option. If a person gave you a referral code, choose “Yes, I have a referral code” and type the code. If not, choose “No referral code”.

Referral code: do not guess a code. Only type a code that a person gave you.

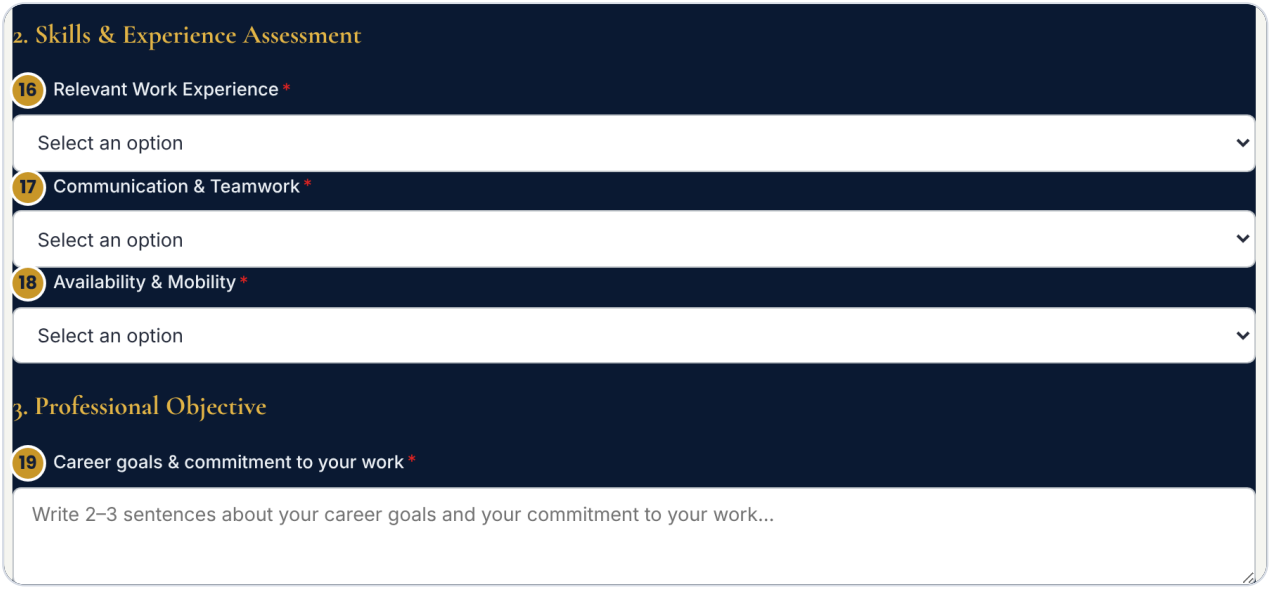
STEP 3 OF 5

Skills and career goals

These are sections “2. Skills & Experience Assessment” and “3. Professional Objective”.

VERY IMPORTANT

This step becomes your CV. Answer carefully and honestly. Number 19 is the most important.



16 **Relevant Work Experience.** Choose the option that is true for you. Answer honestly.

17 **Communication & Teamwork.** Choose Basic, Intermediate or Advanced. Read the short description in each option.

18 **Availability & Mobility.** Choose when you can travel: now with a valid passport, within 30 days, or later because you need notice or document time.

19 **Career goals.** MOST IMPORTANT Write 2–3 sentences in your own words: the job you want and why you will work hard. The employer reads this first.

Example for number 19

“I want to work as a housekeeper in a hotel in Turkey. I am hardworking and always on time, and I learn quickly. I want to build a long career in hospitality.”

Use this only as a model. Write your own words about your own goals.

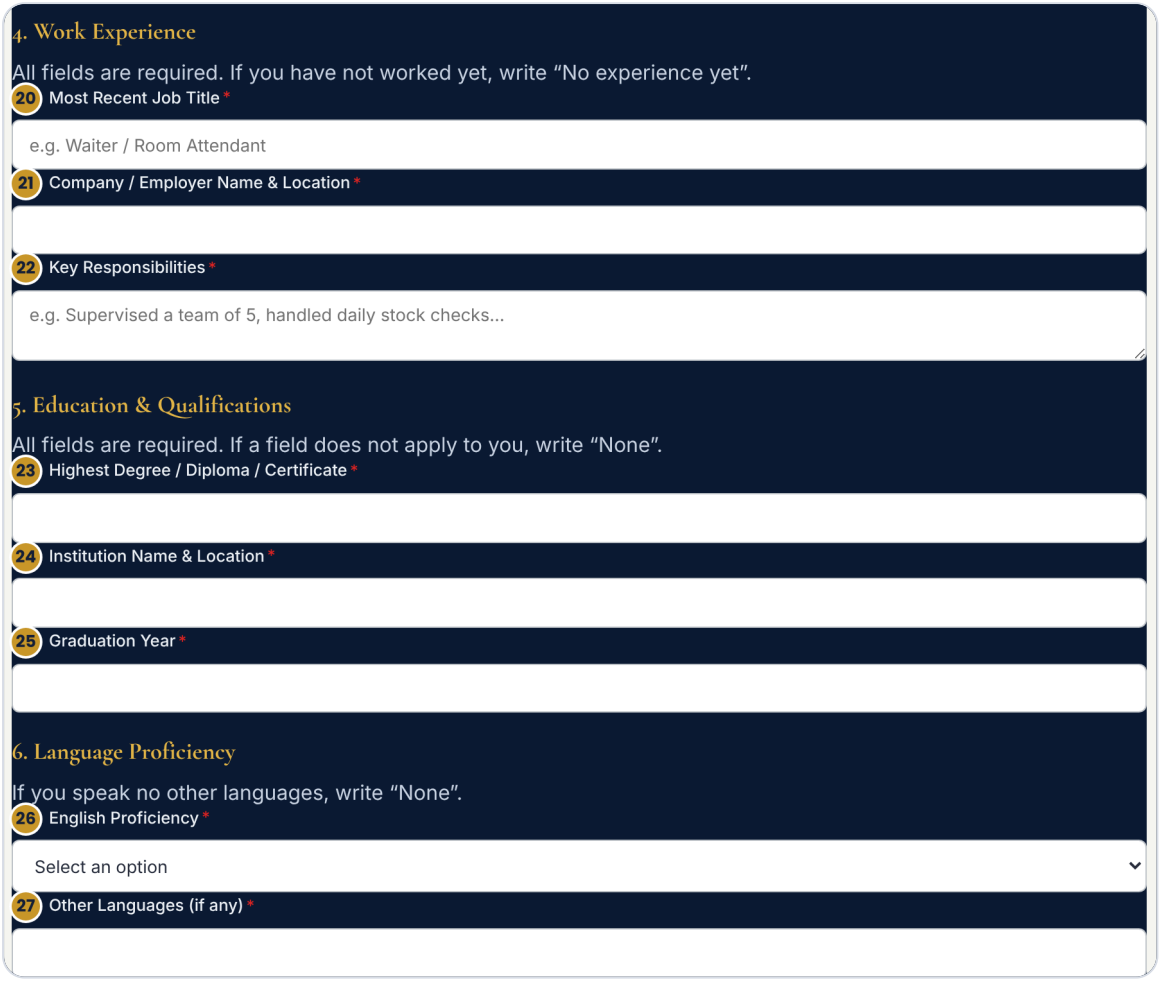
STEP 4 OF 5

Work, education and languages

Sections “4. Work Experience”, “5. Education & Qualifications” and “6. Language Proficiency”.

VERY IMPORTANT

The employer reads this part to choose you. Fill in **every field**. Number 22 is the most important.



20 Most Recent Job Title. Your last job, e.g. Waiter or Room Attendant. No job yet? Write “No experience yet”.

21 Company / Employer Name & Location. Where you worked, and in which city. No job yet? Write “No experience yet”.

22 Key Responsibilities. MOST IMPORTANT Write 3–4 lines about what you did every day. Employers use this to judge your experience. No job yet? Write “No experience yet”.

23 Highest Degree / Diploma / Certificate. Your highest school or training certificate.

24 Institution Name & Location. The name and city of your school or training centre.

25 Graduation Year. Four digits, for example 2019.

26 English Proficiency. Choose your English level: Basic, Intermediate, Fluent or Professional Working Proficiency. Answer honestly.

27 Other Languages. Write other languages you speak. If you speak none, write “None”.

STEP 5 OF 5

Read the terms and send your application

Important Terms & Selection Process:

- Applications are subject to a rigorous multi-stage evaluation, including preliminary screening, internal assessments, and final interviews with our partner employers.
- Job offers and placement are officially confirmed only after successful completion of the selection process.
- Prospect employees will be eligible to start work only after the issuance of the required Turkish residence and work permit.
- Training: if you are new to the role, we may recommend some training before you start work. You can train with our learning app at training.egeonova.com (a paid course covering service standards, workplace Turkish and day-one routines) or with any other recognised training provider. The choice is yours: you are never required to train with Egeo Nova.
- Applications: open until filled.
- Training Start Date: to be announced soon.

☐ I hereby give my explicit consent to Egeo Nova and partner employers to collect, store, and process my personal data and legal documents for official recruitment, visa, and work permit purposes. Submit application

28 **Important Terms & Selection Process.** Read this box slowly. It explains the selection steps, the permit and the mandatory training.

29 **Consent.** Tick the box to allow Egeo Nova and partner employers to use your data for recruitment, visa and work permit purposes. You cannot send the form without it.

30 **Submit application.** Press the button once. Wait until you see the thank-you message. Do not press it again.

After you submit

- You will receive a confirmation email. If you do not see it, check your **Spam** folder.
- We review every application. If your profile matches a vacancy, we will invite you for an interview.
- Job offers are confirmed only after you complete the full selection process.
- Please do not email or message us to ask about your application.