

RECRUITMENT AT THE COLLEGE OF PERSONNEL MANAGEMENT IS CONDUCTED ON-LINE

Documents required for registration:

- 1) **Questionnaire form (printed from the recruitment website)**
- 2) **Secondary school leaving certificate**
- 3) **Certificate of completion of secondary education (if applicable)**
- 4) **Four photographs (ID/passport format)**
- 5) **Proof of annual tuition fee payment**
- 6) **A photocopy of identification document (ID)**
- 7) **Two copies of the agreement signed by the applicant (printed from the recruitment website)**

On-line recruitment. Step by step

STEP 1 – Complete the questionnaire

Enter the College website (www.wszp.edu.pl) and click on the section *recruitment*. Provide all the personal details in the questionnaire, send it, print it out and sign. This questionnaire is the first document to be submitted at the College.

STEP 2 – Complete the agreement

After sending the questionnaire via the recruitment system the applicant receives information to his or her e-mail address confirming that the registration has been successful and the recruitment process can be continued by completing the Agreement with the College.

STEP 3 – Print out and sign the agreements

After filling in the agreement print out two copies of the document and sign them. This is the second document to be submitted at the College.

STEP 4 – Compile all the required documents and submit at the College

The documents which have been filled in, printed out, signed and the remaining ones (secondary school leaving certificate, certificate of completion of secondary education (if applicable), four photographs (ID/passport format), proof of annual tuition fee payment and a photocopy of identification document) comprise a complete set of recruitment documents. These need to be submitted at the College (in person or sent by registered mail).