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(Sender/Office) Erlangen/Nuremberg/Bamberg, date

Two copies to: Zentrale Universitätsverwaltung, Referat P 3, Schloßplatz 4, 91054 Erlangen

- Application for the**
- Employment of a part-time assistant (Section 33 BayHSchPG)**
 - Continued employment of a part-time assistant (Section 33 BayHSchPG)**
 - Change of working hours**

Application to appoint Mr/Ms as an

- SHK** (= student assistant without a university degree)
- BHK** (= assistant with a Bachelor's degree)
- WHK** (= research assistant with a university degree)

for the period **from** **to**

Weekly **working hours:**hours; monthly **remuneration (excl. special allowances):** EUR

The **preconditions for employment** in accordance with Section 33 BayHSchPG are met:

- SHK:** Enrolled in the semester (degree programme:))
- BHK:** Bachelor's degree in
- WHK:** University degree in

Budgetary funds are available from:

- Chapter** **Title**
- AOST. No.** **Cost centre**.....

I confirm that I have checked the necessity of precautionary occupational health screening and will initiate the necessary measures if required.

Applications must be received by University Administration at least 4 weeks in advance of the proposed start of employment!

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Signature of chair, departmental coordinator, etc.

Personal details of/declaration by the employee (*does not apply to transfer postings*):

Last name: **First name:** **Name at birth:**

Date of birth: **Place of birth:** **Nationality:**

Gender: male female **Marital status:** single married divorced widowed **Religion:****Address:**
(Post code, city, street).....

Tel. no.: **E-mail:**

During the employment period specified in the preceding I confirm I

- will not pursue any other employment.**
- will be pursuing the following additional paid employment.** Weekly working hours hours, EUR..... remuneration (monthly) as a for

Voluntary information: I am severely disabled: no yes %

I have read the notes on the reverse side of this application form.

....., date

Enclosures: see reverse side personal signature of the assistant

Documents required for an appointment as a part-time assistant

The following documents are **essential for the conclusion of an employment contract**:

Encl.	Encl.	Document	Required for a		
			SHK	BHK	WHK
<input type="checkbox"/>	<input type="checkbox"/>	Curriculum vitae	●	●	●
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of enrolment with semester details	●	●	
<input type="checkbox"/>	<input type="checkbox"/>	Degree certificate (only preliminary confirmation of the Examinations Office)		●	●
<input type="checkbox"/>	<input type="checkbox"/>	Supervision agreement			●
<input type="checkbox"/>	<input type="checkbox"/>	Valid residence permit f. foreign nationals (inc. supplementary sheet)	●	●	●
<input type="checkbox"/>	<input type="checkbox"/>	Questionnaire on loyalty to the constitution	●	●	●
<input type="checkbox"/>	<input type="checkbox"/>	Questionnaire on relationship with Scientology	●	●	●
<input type="checkbox"/>	<input type="checkbox"/>	Tax identification number	●	●	●
<input type="checkbox"/>	<input type="checkbox"/>	Statutory insurance cover (A 732 LfF)	●	●	●
<input type="checkbox"/>	<input type="checkbox"/>	Social insurance certificate	●	●	●
<input type="checkbox"/>	<input type="checkbox"/>	Declaration on payment method and income tax deduction	●	●	●
<input type="checkbox"/>	<input type="checkbox"/>	Confirmation of membership from health insurance provider	●	●	●

Important information:

Do not submit any original **references and certificates**. **Authentications** of corresponding photocopies can be obtained from the place of employment.

A **certificate of enrolment** issued by a school (e.g. language school, not a university) and a certificate of enrolment in a **doctoral degree programme** are **not sufficient for the employment** of student assistants. The certificate of enrolment must be subsequently submitted without delay for employment relationships lasting more than one semester. Otherwise, the payment of full social security contributions will be necessary.

Assistants with a Bachelor's degree and research assistants must be appropriately qualified for the intended activity. In case of doubt, please submit a brief explanation of how a qualification not pertaining to the field is suitable for the activity in question together with the application.

Assistants with a Bachelor's degree who work at central facilities (e.g. RRZE, library department) are not entitled to the higher rate of remuneration; they will be paid the remuneration rate for student assistants.

A new supervision agreement must be submitted for the new appointment or continued employment of a research assistant (see circular dated 20 March 2018). Please always use the latest version of the supervision agreement for research assistants from the Employee Handbook (download documents: [A1202-4](#)).

A person who already holds a **doctorate** cannot be appointed to the post of part-time research assistant.

Electronic income tax deduction details only have been required since 1 January 2014. Please provide a copy of the letter from the Federal Central Tax Office (Bundeszentralamt für Steuern) for new employees (first employment at the university) which documents the tax identification number. The employer already has this information for existing and extended employment relationships; it does not need to be resubmitted.

The employer pays contributions of 13% for health insurance, 15% for pension insurance and 0.24% to the Mini-job Centre on behalf of employees in marginal employment ('mini-jobs').

Personnel may **NOT be employed until an appropriate employment contract countersigned by administration has been supplied. Retrospective applications will not be approved.**