

Documents required for the employment of a research associate (wissenschaftlicher Mitarbeiter/in):

I. The following documents are required in order to conclude the employment contract:

I.1 In all cases:

- Employee details with photo (A1300)
- Curriculum vitae
- Final academic record(s) **and/or** degree certificate(s) for all university degrees held
 - if applicable, certificate of the second part of the State Examination in Pharmacy (Pharmazeutische Prüfung), confirmation of a completed pharmacy placement
 - if applicable, certificate of the second State Examination in Teaching (Prüfung für das Lehramt an Schulen), confirmation of trainee teacher placement period (Referendariat)
 - if applicable, certificate of the second State Examination in Law (Juristische Staatsprüfung), confirmation of trainee lawyer placement period (Rechtsreferendariat)
 - if applicable, certificate of the Second Examination in Theology (Theologische Anstellungsprüfung), confirmation of trainee priest placement period (Vikariat)
- Confirmation of pay grade (A1012), **also required if employment contract is extended**
- Supervision agreement/information on periods of postdoctoral study and employment for temporary employees (A1202), **also required whenever a contract is extended for the purpose of gaining further qualifications**
- Periods of employment after completion of university studies (A1202-3), **required for initial employment and whenever the employment contract is extended**
- Questionnaire to check loyalty to the constitution (Fragebogen zur Prüfung der Verfassungstreue – A1013)
- Questionnaire on Affiliation to the Scientology Organisation (Fragebogen zu Beziehungen zur Scientology-Organisation – A1014)
- Declaration of entries in the Central Register of Criminal Offences (Erklärung zur Bundeszentralregisterauskunft bzw. zum Führungszeugnis – A1016)

I.2 In individual cases (where applicable):

- Application for relocation allowance (Antrag auf Umzugskostenvergütung – Q2017)
- Residence permit (for foreign citizens)
- Doctoral degree certificate
- Licence to practise medicine
- Permission from the government of Middle Franconia to practise medicine/dentistry (for foreign doctors)
- Alternative place of work (form)

Part II: The following documents should be submitted as soon as possible (if applicable):

- Birth certificate
- Marriage certificate
- Child's/children's birth certificate(s)
- Certificate of secondary education
- Certificate of good conduct (not older than **three months** at the **date of employment**)
- Confirmation of compulsory national service (Wehrdienst, Zivildienst, etc.), if applicable
- Proof of employment before and after completing the university degree (employment contracts/references)
- Permission to use the title 'Doctor' for holders of a non-German doctoral degree (if not generally permitted)
- Information sheet on the prohibition of the acceptance of gratification or gifts (Verbot der Annahme von Belohnungen oder Geschenken – A1025)
- Information on remuneration paid by third parties (Hinweis zu dem von Dritten gezahlten Arbeitslohn – A1020)
- Notice of obligations (Niederschrift über die Verpflichtung – A1018)
- Record of swearing-in (Niederschrift über die Vereidigung – A1017)
- Personnel data sheet TV-L (without allocation to pay grade) from the State Finance Office (Personallbogen TV-L – A702); to be filled in by prospective employee **and** the human resources officer
- Social security card; if applicable, application for proof of employee insurance (Angestelltenversicherungsnachweisheft) or confirmation of exemption from employee insurance contributions in favour of compulsory insurance contributions for doctors (Ärzterversorgung) or pharmacists (Apothekerversorgung)
- Proof of tax ID number
- If applicable, application for part of pay to be invested in an asset accumulation saving scheme (Antrag auf vermögenswirksame Anlage von Teilen der Bezüge – X_Z422, form from State Finance Office) including copy of investment contract
- Confirmation of membership from health insurance provider
- Notes and explanations on the application for exemption from statutory health insurance (Hinweis zur Befreiung von der VBL-Pflichtversicherung – A1204)
- If applicable, application for exemption from statutory VBL insurance (Antrag auf Befreiung von der VBL-Pflichtversicherung – A420, form from State Finance Office)
-

Notes

Certified photocopies of documents should be submitted where possible. The place of employment may certify documents for this purpose. German or English translations must be provided for foreign-language documents. The forms given in brackets can be found in the FAU Human Resources Handbook or as links to the form centre of the State Finance Office.

Contact details for the staff in the Human Resources Department who are responsible for the procedure are available in UnivIS under Zentrale Universitätsverwaltung/Abteilung Personal/Personalreferat P 2.