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

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

- Application for
- Employing a part-time assistant
 - Continued employment of a part-time assistant
 - Change of working hours

Application to appoint Mr./Ms. as an

SHK (= student assistant without a university degree)

BHK (= student assistant with a Bachelor's degree)

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

! Justification of a fixed-term contract of less than one year:

.....
.....

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

SHK: Enrolled in the semester (degree program:)

BHK: Bachelor's degree in:.....

Budgetary funds are available from:

- Chapter Title
- AOST. no. Cost Center.....

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!

.....
Signature of supervisor

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 diverse **Marital status:** single married divorced widowed

Religion:

Address: (Zip code, town/city, street).....

Phone: **E-mail:**

During the employment period specified above I confirm I

will not pursue any other employment.

will be pursuing the following additional paid employment: Weekly working hours, remuneration (monthly).....

Position at

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**:

Enclosed	Enclosed Document	Required for a	
		SHK	BHK
<input type="checkbox"/>	<input type="checkbox"/> CV	●	●
<input type="checkbox"/>	<input type="checkbox"/> Certificate of enrollment with semester details	●	●
<input type="checkbox"/>	<input type="checkbox"/> University degree certificate (only in advance, provisional confirmation from Examinations Office)		●
<input type="checkbox"/>	<input type="checkbox"/> Valid residence permit for foreign nationals (inc. supplementary sheet)	●	●
<input type="checkbox"/>	<input type="checkbox"/> Questionnaire to check 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"/> Declaration on payment method and income tax deduction	●	●
<input type="checkbox"/>	<input type="checkbox"/> Confirmation of health insurance cover (Only required for foreign students)	●	●

Important information:

Do not submit any original **references and certificates**.

Student assistants and assistants with Bachelor's degrees can only be employed if they are enrolled as a student at a German university pursuant to Section 6 Wissenschaftszeitvertragsgesetz (Fixed-Term Research Contracts Act). A **certificate of enrollment** issued by a school (e.g. language school, not a university) and a certificate of enrollment in a **doctoral degree program** are **not sufficient for the employment** of student assistants. The certificate of enrollment must be subsequently submitted without delay for employment relationships lasting more than one semester. Otherwise, the payment of full social security contributions may be necessary.

Assistants with a Bachelor's degree 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 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 January 1, 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 Center 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.**