

Personnel record form for employees



I. Personal status

<input type="checkbox"/> Ms. <input type="checkbox"/> Mr.		Surname, first name		Recent photograph
Middle name(s)		Birth name		
Date of birth	Place of birth			
District/country				
Marital status				
<input type="checkbox"/> Single	<input type="checkbox"/> Married since	<input type="checkbox"/> Divorced since	<input type="checkbox"/> Widowed since	
Nationality(ies)		Previous nationality(ies), if any		
Since when have you been living in Germany?		Religion (optional)		
Resident in (street, house number, postcode, town/city)			Telephone number (during the day)	E-mail ¹
Spouse				
Surname, first name			Date of birth	
Birth name				
Children				
Surname, first name		Date of birth	Comment*	

* child, foster child

II. Special needs

Severely disabled (§ 2 of the German Social Code, Part IX, SGB) <input type="checkbox"/> Yes ² <input type="checkbox"/> No	Official recognition of severe disability status/status equivalent to severe disability dated	Degree of disability (out of 100)
For fixed-term employment contracts with academic staff in accordance with § 2 (1) of the German Act on Fixed-Term Contracts for Academic Staff (Wissenschaftszeitvertragsgesetz, WissZeitVG), the following information is required to determine the permitted period of temporary employment pursuant to § 2 (1) of the WissZeitVG. Please also note the additional explanations in the appendix.		
Do you need any assistive devices (please provide a description)?		
Are you in good health and in a position to perform all employment-related duties (e.g. also including employment-related travel, etc.)?		<input type="checkbox"/> Yes <input type="checkbox"/> No

III. School education, university education and vocational training

Schools, universities or training institutions attended

Name		From	To
Type	Place	Examination	Result ³
Name		From	To
Type	Place	Examination	Result ³
Name		From	To
Type	Place	Examination	Result ³
Name		From	To
Type	Place	Examination	Result ³
Name		From	To
Type	Place	Examination	Result ³

2) Please provide corresponding evidence.

3) If final examinations were not offered or not completed at the school specified (high school, vocational and commercial colleges, etc.), specify here the number of school years successfully completed at this school.

IV. Previous professional experience (all positions including assistant positions, etc.)

Please complete the table in full and provide evidence of the periods specified. Periods of absence, such as special leave, parental leave, etc., must also be specified.

Notes:

1. The human resources administration offices of the Technical University of Munich (TUM) use this overview to ascertain the **periods of employment prior to service** that can be taken into consideration when setting the grade within the respective salary bracket that determines the individual salary within the pay scale. Please refer to the corresponding notes on the information sheet regarding the remuneration system – determination of grades. Periods of employment that are not specified **on this form cannot be subsequently taken into consideration.**

2. For **fixed-term employment contracts with academic staff** in accordance with § 2 (1) of the German Act on Fixed-Term Contracts for Academic Staff (*Wissenschaftszeitvertragsgesetz, WissZeitVG*), information on all employment subsequent to completion of university education is required as a basis for calculating the permitted period of temporary employment pursuant to § 2 (1) of the *WissZeitVG*. Where this employment included extended leave or reduced working hours for the reasons given in § 2 (5) of the *WissZeitVG* (§ 57 b (4) of the German University Framework Act (*HRG*) or § 57 c (6) of the *HRG* (previous version), please specify and include corresponding evidence. Please also refer to the **additional explanations in the appendix.**

As (type of employment)	From – to (day/month/year)		
With (name of employer ⁴)	Duration <input type="checkbox"/> FT <input type="checkbox"/> PT ⁵	Hours per week	Salary bracket ⁶
As (type of employment)	From – to (day/month/year)		
With (name of employer ⁴)	Duration <input type="checkbox"/> FT <input type="checkbox"/> PT ⁵	Hours per week	Salary bracket ⁶
As (type of employment)	From – to (day/month/year)		
With (name of employer ⁴)	Duration <input type="checkbox"/> FT <input type="checkbox"/> PT ⁵	Hours per week	Salary bracket ⁶
As (type of employment)	From – to (day/month/year)		
With (name of employer ⁴)	Duration <input type="checkbox"/> FT <input type="checkbox"/> PT ⁵	Hours per week	Salary bracket ⁶
As (type of employment)	From – to (day/month/year)		
With (name of employer ⁴)	Duration <input type="checkbox"/> FT <input type="checkbox"/> PT ⁵	Hours per week	Salary bracket ⁶
As (type of employment)	From – to (day/month/year)		
With (name of employer ⁴)	Duration <input type="checkbox"/> FT <input type="checkbox"/> PT ⁵	Hours per week	Salary bracket ⁶

4) Please provide the exact name of the place of employment without using abbreviations.

5) FT: Full-time, PT: Part-time

6) In the case of public service employment, please also specify the salary bracket/grade.

Information on the doctoral program		
<p>Please answer these questions regardless of whether work on a doctoral degree will form part of your employment or has done so in the past. For fixed-term employment contracts with academic staff pursuant to § 2 (1) of the German Act on Fixed-Term Contracts for Academic Staff (<i>Wissenschafts-</i></p>		
<p><i>zeitvertragsgesetz, WissZeitVG</i>), this information is required as a basis for calculating the permitted period of temporary employment pursuant to § 2 (1) of the <i>WissZeitVG</i>. Please also refer to the additional explanations in the appendix.</p>		
<p>A topic for the doctoral thesis has been assigned</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Start date of doctoral program</p>	<p>Completion date of doctoral program</p>

V. Criminal/Investigation proceedings

<p>Are you currently the subject of criminal/investigation proceedings?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Do you have prior convictions? (Any convictions which are not registered in the German Federal Central Criminal Register, which are not to be recorded in the Certificate of Good Conduct, or which are to be erased, need not be disclosed.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Other information</p>	
<p>For more information see TUM's services directory (<i>Dienstleistungskompass</i>) under <i>Führungszeugnis</i> (http://portal.mytum.de/kompass/).</p>	

VI. Loyalty to the German Constituion

<p>I acknowledge receipt of the list of extremist or extremist-influenced organizations provided to me (see Questionnaire for the assessment of loyalty to the German Constitution). If the information provided in this questionnaire has changed or will change, I undertake to notify Human Resources without delay.</p>	<p>This also applies in case I am transferred, with or without a temporary interruption, to a different employment or <i>Beamte</i> position. The current version of the a.m. list may be found in TUM's services directory (<i>Dienstleistungskompass</i>) under <i>Verfassungstreue</i>.</p>
---	--

I hereby affirm that I have provided the information given on pages 1–4 of the personnel record form in good faith and confirm that this information is accurate. I am aware that intentionally providing incorrect information may result in immediate termination without notice or rescission of the employment contract. I will also be held liable for any false or incomplete information I have provided negligently.

I confirm that I have read and understood the data protection information on collecting and processing personal data in connection with recruiting and employment in accordance with Art. 13 of the General Data Protection Regulation of the European Union (GDPR). Access to our privacy policy is provided in the services directory (*Dienstleistungskompass*) under the heading "*Datenschutz – Personalverhältnisse*" at <https://portal.mytum.de/kompass>.

.....
Place, date

.....
Signature (first name and surname written in full)

Explanations

For fixed-term employment contracts with academic staff pursuant to § 2 (1) of the German Act on Fixed-Term Contracts for Academic Staff (*Wissenschaftszeitvertragsgesetz, WissZeitVG*), the information requested under Item I., II. and IV. is required as a basis for calculating the period of temporary employment pursuant to § 2 (1) of the *WissZeitVG*. Temporary employment contracts of up to six years may be entered into with academic staff who do not hold a doctoral degree provided that the temporary employment promotes the employee's academic or artistic qualification. Following completion of a doctoral degree, temporary employment for a period of up to six years, in the area of medicine of up to nine years, is permitted provided that the temporary employment promotes the employee's academic or artistic qualification; the permitted period of temporary employment is extended by the amount of time spent in temporary employment without a doctoral degree plus the time spent working on a doctoral degree without employment, provided this amounts to less than six years. The period of temporary employment to be agreed is to be appropriate to the qualification pursued by the employee. All temporary employment contracts for more than 25% of standard working hours entered into with a German university or state or primarily state-funded research institution pursuant to § 5 of the *WissZeitVG*, as well as corresponding limited-tenure public service employment and private service contracts in accordance with § 3 of the *WissZeitVG*, are to be taken into account when calculating the period of temporary employment. Temporary employment contracts for the purpose of acquiring scholarly qualification that were entered into under other legal provisions will also be taken into account. Pursuant to § 6 *WissZeitVG*, any employment periods spent for the purpose of providing scholarly or artistic assistant services concurrently with studies will not be taken into account for calculating the period set out in § 2 (1).

Upon consent of the employee, the duration of a temporary employment contract will be extended in the case of reduced working hours or extended leave in accordance with § 2 (5) of the *WissZeitVG*:

- Periods of military service and alternative service;
- Periods of extended leave or a reduction in working hours by at least 20% of normal working hours, which were granted for the support or care of a child younger than 18 years or of another relative in need of care;
- Periods of extended leave to pursue artistic or scholarly activities, or for scholarly, artistic or professional training, advanced training or continued education programs conducted outside of a university environment or abroad;

- Periods of parental leave in accordance with the German Parental Allowance and Parental Leave Act (*Bundeseltern- und Elternzeitgesetz*) and periods where employment is prohibited in accordance with §§ 3, 4, 6 and 8 of the German Maternity Protection Act (*Mutterschutzgesetz*), for the term the employee did not work;

- Periods where the employee was relieved of his/her duties for at least 20% of regular working hours in order to take over responsibilities on staff councils or severely disabled persons councils, or act as gender equality officer or equal opportunity officer, or take up elected functions, which must be in compliance with the employment contract;

- Periods of disability due to illness for which entitlement to sick pay is neither granted by law nor collective labor agreements.

Any extensions for the reasons set out above do not affect the permitted limits for temporary employment.

Periods of doctoral work:

Periods of doctoral work that precede the completion of the first academic degree (particularly in the case of medical studies) have also to be taken into consideration. Commencement date of the doctoral phase shall be the time when the dissertation topic and the doctoral project were agreed upon. Other doctoral candidates (those who are not members of the university under an employment contract) are deemed doctoral students from the date of registration as doctoral student. The time of completion of a doctorate is governed by the regulations for the awarding of doctoral degrees of the individual TUM departments and schools. As a rule, the doctoral program is deemed completed on the day of the oral examination (dissertation defense) and of the subsequent announcement of the overall result.

Childcare:

The information is required as a basis for calculating the period of temporary employment pursuant to § 2 of the *WissZeitVG*. The total period of temporary employment permitted is extended by two years per child when caring for one or more children under 18 years. This regulation applies to both parents. A requirement to provide care is generally assumed where the child and the care-giver share the same household.

Severe disability, chronic disease:

In the case of disability as set out in § 2 (1) of Book Nine of the German Social Code or a serious disease, the overall permitted period of temporary employment is extended by two years.