

Declaration and confirmations as part of the hiring process for employees

Last name: _____

First name: _____

I hereby **declare** that I

- ☐ do not have a second job
- ☐ I will submit
an application for secondary employment (available on the [intranet of the University of Bayreuth](#)) as soon as I have my bt-identification.

Confirmation:

- A) I confirm that no guardian, guardianship association or authority pursuant to the German Civil Code (BGB) has been appointed for me, that no public prosecutor's investigation proceedings, no judicial criminal proceedings and no disciplinary proceedings are pending against me, that no criminal conviction has taken place in the past and no penalty order has been issued, and that I live in orderly financial circumstances.
- B) I have taken note of [the regulations for the information processing infrastructure of the University of Bayreuth](#) (only in German) and accept them.
- C) I have taken note of the information from the Landesamt für Finanzen (payroll office) on the mandatory use of the digital folder and the digital submission of forms via "Mitarbeiterservice Bayern" under the following link:
<https://www.lff.bayern.de/formulare/formularsuche/allgemeine-formulare-bezuege/> (only in German). I will register myself in the "Mitarbeiterservice Bayern" portal. **If I want to have access to the portal even after the end of my employment at the university, I save the certificate file on a private storage medium.**
- D) I have taken note of and accept the [data protection information](#) of the University of Bayreuth and the Landesamt für Finanzen (payroll office), Employee Division regarding the settlement of remuneration.
Please note: You can obtain personal data information about your data currently stored at the University of Bayreuth by accessing your personnel master data and career sheet in the portal "Mitarbeiterservice des Freistaats Bayern" under the following link:
(<https://www.mitarbeiterservice.bayern.de/>).
However, you are also welcome to contact the HR department to request a personnel master data and career history sheet.
- E) I am aware and take note that taking up employment before the start of the term of the legally signed employment contract is not permitted and may not take place.
- F) **Additionally for academic staff:**
I have taken note of and accept [the University of Bayreuth's statutes for safeguarding the standards of good scientific practice and for dealing with scientific misconduct](#) (only in German).

Date: _____

Signature: _____