

## Documents for new employees at the University of Bayreuth

### A. Documents to be submitted

**In German or English, otherwise translations must be enclosed**

Nr.	Name
1	CV (signed)
2	Certificate of good conduct for submission to an authority (University of Bayreuth) <sup>1</sup>
3	Certificates of all university degrees/academic degrees (e.g. bachelor, master, doctorate) <sup>2</sup>
4	Birth certificate or (if not at hand) complete copy of identity card if relevant: Copies of all civil status documents, e.g. B. Marriage certificate, birth certificate children, proof of divorce
5	Employment contracts/certificates <sup>3</sup>
6	Non-EU citizens: a residence permit/visa with appropriate work permission is required to complete the recruitment process
7	If relevant: Proof of severely disabled status ( legally binding decision)

### B. Forms to be submitted

1	Personal Data Sheet for New Employees
2	Duty to uphold the Constitution in the public service
3	Declaration and confirmations as part of the hiring process for employees
4	Personal Data Sheet for determining details relating to salary
5	Statement of employment history to determine pay grade under the terms of par. 16 of TV-L <sup>4</sup>
6	Notice concerning preclusive time limits (or "cut-off periods")
7	For scientific employees: Statement upon being hired or receiving a contract extension for fixed-term employment
8	For scientific employees: Notes and Explanations VBL on the Exemption from Compulsory Insurance under the Civil Service Supplementary Pension Scheme and (if required) Request for exemption from compulsory insurance under the civil service supplementary pension scheme <sup>5</sup>

<sup>1</sup> When applying, please indicate that this should be sent directly to the University of Bayreuth Human Resources Department. If the applicant is still resident abroad, apply for a certificate of good conduct from your home country.

<sup>2</sup> For degrees awarded abroad, an official transcript of records must be enclosed.

<sup>3</sup> When hiring academic staff: Contracts as a student assistant or proof of other employment (e.g. working student activities/short-term temporary employment before the Master's degree/state examination) do not need to be submitted.

<sup>4</sup> When hiring academic staff: Internships/student assistants/working student activities are not to be entered.

<sup>5</sup> For further information, please contact the VBL in Karlsruhe directly and not the HR department, E-Mail: [kundenservice@vbl.de](mailto:kundenservice@vbl.de), Internet: [www.vbl.de](http://www.vbl.de)