

Declaration and confirmations in the context of hiring civil servants

Surname: _____

First name: _____

I hereby **declare** that I

☐ do not have a secondary occupation

☐ have a secondary occupation

I will submit my application for part-time employment (available on the [intranet of the University of Bayreuth](#)) as soon as I have my bt-identification.

Confirmations:

- 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 or that no criminal conviction has been handed down in the past or a penalty order has been issued, and that I am living 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 (State Office of Finance) on the mandatory use of the digital folder and the digital submission of forms via "Mitarbeiterservice Bayern" (Employee Service Bavaria) 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 ["The Affiliation in German and English Language Publications"](#) of the University of Bayreuth.
- E) I have taken note of and accept the [data protection information](#) of the University of Bayreuth and the Landesamt für Finanzen (State Office of Finance) for the areas of salaries and pensions.
Important note: You can obtain personal data information about your data currently stored at the University of Bayreuth by accessing a personnel master data and career sheet in the portal "Mitarbeiterservice des Freistaats Bayern" under the following link: [\(https://www.mitarbeiterservice.bayern.de/\)](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.
- F) I have taken note of and accept [the University of Bayreuth's Statutes for Safeguarding the Standards of Good Scientific Practice and Handling Scientific Misconduct](#).
- G) I am aware and acknowledge that starting work before the appointment date as a civil servant is not permitted and must not take place.

Date: _____

Signature: _____