

Application by (stamp, where applicable)		
Faculty / Academic Facility / Project Manager / Department		
Office:	Phone:	Fax:
Email:		

Application for Employment

(Student assistant under Section 121 of the Act on Higher Education Institutions in the State of Berlin – BerlHG)

with teaching responsibilities without teaching responsibilities

Berlin,

To the

President of TU Berlin

- via Faculty Service Center ____ or Head of Facility
- via III PW (*in the case of central funding*) or
- VC (*in the case of third-party funding*)
- via the Women's Representative
- via the Representative of Severely Disabled Employees (*in the case of severely disabled applicants*)
- to II T _____ (*please enter responsible HR team*)

Did severely disabled applicants apply? <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, does the Representative of Severely Disabled Employees object (for reasons, see separate sheet) <input type="checkbox"/> No <input type="checkbox"/> Yes
Date/signature of Representative of Severely Disabled Employees

I approve of this proposal for employment <input type="checkbox"/> <i>do not</i> approve of this proposal for employment; for reasons, see separate sheet
Date/signature of Women's Representative

Proposal for Employment

Name / first name	Address
Date of birth:	
Hours per month:	
<input type="checkbox"/> as of _ _ _ _ _ _ _ _ : <input type="checkbox"/> until _ _ _ _ _ _ _ _	
<input type="checkbox"/> from the earliest possible date <input type="checkbox"/> for the duration of the project	

Organizational assignment (please make sure to enter the 8-digit reference number)

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Organization management:

SAP-Planstellennummer: _ _ _ _ _ _ _ _	Replacement for: Reference (Stellenzeichen/Sekretariatskennzeichen):
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The employment relationship is financed by means of

<input type="checkbox"/> Budget funds <input type="checkbox"/> Fond <input type="checkbox"/> Kostenstelle Job No.:
<input type="checkbox"/> third-party funds: <input type="checkbox"/> DFG <input type="checkbox"/> EU <input type="checkbox"/> other PSP-element.: Research project: Retroactive approval : <input type="checkbox"/> yes, as of <input type="checkbox"/> no Personal approval: yes <input type="checkbox"/> <input type="checkbox"/> no Duration of the externally funded project: from to In the event that the duration of the employment relationship deviates from the regular duration of employment (four semesters according to Section 121 (3) of the Act on Higher Education Institutions in the State of Berlin – BerlHG) or from the project duration, please state the reasons for this deviation in the following:

Job advertisement

<input type="checkbox"/> was published. Reference number: Number of applications received:
<input type="checkbox"/> was not published. Explanation: <input type="checkbox"/> Application for exemption from the obligation to advertise vacancies pursuant to Section 4 (1) of TU Berlin's Internal Agreement Regarding the Procedure for Advertising Vacancies (catalog exemption), see Appendix <input type="checkbox"/> Application for exemption from the obligation to advertise vacancies pursuant to Section 4 (2) of TU Berlin's Internal Agreement Regarding the Procedure for Advertising Vacancies (exemption in an individual case), see Appendix

The Application for Employment is based on Resolution No. _____ (For detailed explanation – where applicable, also for the classification – see Appendix)

Appendices

- 1. Reasons for employment
- 2. Job advertisement
- 3. Application for Exemption from the Obligation to Advertise Vacancies pursuant to Section 4 (1) of TU Berlin's Internal Agreement Regarding the Procedure for Advertising Vacancies (catalog exemption) *or* Application for Exemption from the Obligation to Advertise Vacancies pursuant to Section 4 (2) of TU Berlin's Internal Agreement Regarding the Procedure for Advertising Vacancies (exemption in an individual case)
- 4. Application documents from the applicant to be employed: letter of application, CV, certificates, etc.
- 5. Personnel Questionnaire (TU Berlin homepage, Quick Access 183852 or http://www.abt2-tu-berlin.de/menue/themen_a_z/einstellung_von_studentischen_hilfskraeften/)
- 6. Certificate of enrollment
- 7. List of applicants with the documents from other applicants

Date _____ Signature of eligible proposer _____

TU Berlin / P II T	Date: Extension:	Staff Council for Student Assistants
In coordination with Staff Council for Student Assistants, requesting participation in accordance with Section 87 (1) of the Staff Representation Act in the State of Berlin (PersVG) p.p.		