

## Appendix to the Application for Employment of

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

.....

*(Please state name and job title)*

### Application for an Exemption from the Obligation to Advertise Vacancies pursuant to Section 4 (1) of TU Berlin's Internal Agreement Regarding the Procedure for Advertising Vacancies

Berlin, .....

(Catalog exemption)

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

**The following exemption from the obligation to advertise vacancies pursuant to Section 4 (1) of the Internal Agreement Regarding the Procedure for Advertising Vacancies applies (please tick, where applicable):**

**Non-scientific employees** – technical and administrative staff, library staff (independent of pay grades):

- documented, unforeseen or sudden vacancies, for instance, due to parental leave, prohibitions preventing the continuation of a job, special leave, care of relatives, illness, etc., to ensure the completion of urgent work tasks
- short-term vacancies<sup>1</sup>, for instance, stand-in due to maternity protection and prior to unscheduled parental leave, prohibitions preventing the continuation of a job, special leave, care of relatives, illness, etc.  
*Please state period and name of the person to be covered:*  
.....

- employment of former trainees following their training
- increase in the extent of employment (internal employees)
- employment contracts with a low number of working hours (<= 25%) (external employees required)

**Research assistants** – qualification posts (doctoral and postdoctoral) **(funded by the university budget):**

- short-term vacancies<sup>1</sup>, for instance, stand-in due to maternity protection and prior to unscheduled parental leave, prohibition to continue the job, special leave, care of relatives, illness, etc.  
*Please state period and name of the person to be covered:*  
.....
- transfer of research assistants to TU Berlin due to appointments as part of which posts are specifically confirmed for particular persons and stipulated in the appointment protocol

<sup>1</sup> Within the guidance framework the expression "short-term" should be taken to mean six months

*Please submit the offer of appointment.*

bridging of funding gaps by means of short-term<sup>1</sup> employment contracts funded by the university budget (for instance, financing via remaining funds), provided that the limited employment is linked to a qualification objective

personal start-up funding in preparation for a research project or comparable funds, provided that the limited employment is linked to a qualification objective

*Please submit proof.*

employment following the receipt of a special grant at TU Berlin, for instance, a doctoral scholarship or postdoctoral grant

*Please submit proof.*

**Research assistants (externally funded)**

short-term vacancies<sup>1</sup>, for instance, stand-in due to maternity protection and prior to unscheduled parental leave, prohibitions preventing the continuation of a job, special leave, care of relatives, illness, etc.

*Please state period and name of the person to be covered:*

.....

transfer of research assistants to TU Berlin due to appointments as part of which posts are specifically confirmed for particular persons and stipulated in the appointment protocol

*Please submit the offer of appointment.*

persons to be employed on the grounds of being specifically named in the contract or in the notice of grant or allocation

*Please submit proof.*

persons to be employed who, according to the opinion of the project manager, have significantly – that is, to a decisive degree – contributed to the preparatory work for the externally funded project

*Please submit proof.*

**Student assistants:**

short-term vacancies<sup>1</sup>, for instance, stand-in due to maternity protection and prior to unscheduled parental leave, prohibitions preventing the continuation of a job, special leave, care of relatives, illness, etc.

*Please state period and name of the person to be covered:*

.....

sudden requirement for short-term<sup>1</sup> employment in the event of the upcoming finalization of a project or in the case of an annulment contract or special leave

*Please submit proof.*

transfer of student assistants to TU Berlin due to appointments as part of which posts are specifically confirmed for particular persons and stipulated in the appointment protocol

*Please submit the offer of appointment.*

Please **give reasons** for the **exemption from the obligation to advertise vacancies** (on a separate sheet if required):

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Date                      Signature of eligible proposer

<sup>1</sup> Within the guidance framework the expression “short-term” should be taken to mean six months