

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

## Application for Employment

Berlin, .....

**To the**

**President of TU Berlin**

- via Faculty Service Center \_\_\_ or Head of Faculty
- via III PW (*in the case of central funding*) or VC (*in the case of external 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

<input type="checkbox"/> 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
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**Organizational assignment** (please make sure to enter the 8-digit reference number)

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**Occupation**

- Research assistant with teaching responsibilities
- Research assistant without teaching responsibilities
- Employee\*                            \* = exact description of occupation:
- Civil servant\*
- full-time employment
- part-time employment with \_\_\_ % of working hours according to Pay Grade \_\_\_ / Salary Grade A/W \_\_\_ / Federal Civil Service Remuneration Act (BBesG)

Assessment of the range of duties according to the schedule of fees in the Collective Agreement for the Civil Service in the Federal States (TV-L):

E \_\_\_\_\_ / Occupational group \_\_\_ / Part \_\_\_\_\_ / Section \_\_\_\_\_

as of 

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 for an indefinite period           
  limited until 

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**Organization management:**

SAP-Planstellennummer: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>									replacement for: .....
	reference (Stellenzeichen/Sekretariatskennzeichen): .....								

**The employment relationship is financed by means of**

<input type="checkbox"/> budget funds Fond: ..... Kostenstelle: ..... Job No.: .....																														
<input type="checkbox"/> third-party <input type="checkbox"/> DFG <input type="checkbox"/> EU <input type="checkbox"/> other funds: PSP-element.: ..... Research project: ..... Retroactive approval : <input type="checkbox"/> yes, as of: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <input type="checkbox"/> no    Personal approval : <input type="checkbox"/> yes <input type="checkbox"/> no Duration of the externally funded project:    from <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> to <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <i>Please note: Under Section 2 (2) of the Act on Temporary Employment Contracts in Science (WissZeitVG), as amended on 11 March 2016, the period of limitation in employment relationships that are financed by means of externally secured funds shall correspond to the approved duration of the project.</i>																														

**Job advertisement**

<input type="checkbox"/>
<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)

Voting result ( \_\_\_\_: \_\_\_\_: \_\_\_\_ ) - in cases pursuant to Section 47 (3) of the Act on Higher Education (BerlHG), the number of professors who participated ( \_\_\_\_: \_\_\_\_: \_\_\_\_ )

**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. Questionnaire Regarding Employment History

- 6. Personnel Questionnaire with the Declaration Regarding Pending Legal Proceedings and the Declaration Regarding Criminal Convictions in a closed envelope marked as confidential
- 7. Classification into a pay grade (statement regarding the classification into a pay grade for employees according to the Collective Agreement for the Civil Service in the Federal States – TV-L)
- 8. In the case of limited employment due to a temporarily increased amount of work: description of tasks and objective
- 9. In the case of research assistants: declaration regarding previous employment periods
- 10. In the case of research assistants who are not mainly financed by means of project-related external funds: declaration regarding the qualification objective
- 11. List of applicants with the documents from other applicants

Date

\_\_\_\_\_  
Signature of eligible proposer