

Faculty _____

Staff questionnaire

for

associate professors (Privatdozenten/Privatdozentinnen)
adjunct professors (außerplanmäßige Professoren/Professorinnen),
honorary professors (Honorarprofessoren/Honorarprofessorinnen)

Please ensure that all questions are answered legibly (e.g. in block capitals).
 Please enter dates in full with day, month and year. Should a question not apply to you, then please answer "not applicable".
 You may not derive any claims through the completion of this staff questionnaire.

When submitting the questionnaire, please include:

- certified transcripts or copies (**not** originals) of your examination certificates
- your resume

Please also apply for a criminal record certificate for a position in a public office in accordance with Section 30, subsection 5 of the Federal Central Criminal Register (BZRG).

To be completed by the applicant			
1.	Family name		
2.	First name	Nationality	
3.	Born on	day month year	in
			Residence permit valid until
4.	Address		Telephone:
			Email:
5.	General secondary education		from to
	Secondary school qualification		
Further vocational education (e.g. vocational college, university of applied sciences, commercial college)			
6.	Category or name of school or college	in	
			from to
			from to
	Final examination or qualification:		
Studies at a university or other institute of higher education (including university of applied sciences, academy etc.)			
	Type of study / subject		from to
			from to
	Final qualification	passed on:	
7.	at (university, university of applied science etc.)		
	<i>Diplom</i> / degree in		at
	Doctorate in		at
	Habilitation		at
	2nd State examination		at
	State certification as		at
			at
			at

continued!

Previous employment

8. Please enter below in chronological order all employment undertaken since completing your school education and professional training. Please also include any periods of unemployment or military or alternative service.						
Employer, public service employer, freelance employment, military or alternative service, unemployment etc.	Type of employment	Full-time employment (please tick as appropriate)		from	to	Reason for termination of employment a) contract terminated by employer b) notice given by you c) contract expired d) annulment contract e) other reason
		yes	no			

The data provided above is to the best of my knowledge complete and accurate.

I understand that my personal data is to be stored in connection with the process of validating my employment as a part-time member of University staff, in as far as the University is obliged to do so in fulfillment of its duties and in as far as this is required for employment and statistical purposes.

Berlin, _____

Signature (first name and family name)