

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

To be filled in by II T 6 only!	Reference number
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Application to Advertise a Vacancy

(Employees remunerated according to existing collective agreements or civil servants)

Berlin,

To the

President of TU Berlin

- II T 6 -

- via Faculty Service Center _____ or Head of Faculty
- via the Women's Representative
- via III PW (*in the case of central funding*) or
- VC/VE (*in the case of third-party funding*)

<p>I</p> <p><input type="checkbox"/> approve of the Application to Advertise a Vacancy</p> <p><input type="checkbox"/> <i>do not</i> approve of the Application to Advertise a Vacancy; for reasons, see separate sheet</p> <p>.....</p> <p>Date/signature of Women's Representative</p>
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Funding from the university budget Vacancy No.

Faculty Institute/Department/Office:	
Occupation as	working hours per week in percentage terms
<input type="checkbox"/> in the case of occupation as academic assistant: Declaration Regarding the Qualification Objective must be submitted with this application (TU Berlin homepage, Quick Access 183854 or http://www.abt2-t.tu-berlin.de/fileadmin/ref30/Themen_A-Z/Einstellung_von_wissenschaftlichem_Personal/Anträge/Anlage_zu_Rdschr._WissZeitVG_Anlage_2_Erläuterung_Qualiziel_170327.pdf)	

Period of employment from _____ to _____ open-ended

Notice: In the case of an intentional **limitation** of other employees' employment:

- Reason for the limitation: fill-in for a permanent employee OR
- Reason for the limitation: temporarily increased amount of work → Declaration Regarding the Description of Work Objectives pursuant to Section 14 (1) No. 1 and 4 of the Act on Part-Time Work and Fixed-Term Employment Contracts (TzBfG) for other employees must be submitted with this Application (TU Berlin homepage, Quick Access 183853 or http://www.abt2-t.tu-berlin.de/fileadmin/ref30/Themen_A-Z/Einstellung/Antraege/WissZeitVG_Anlage_Befristung_nach_14_Abs_1_Satz_2_Nr_1_TzBfG.pdf)

Reason:

- Allocation based on decision by III PW of
- Faculty Service Center / other (*please specify*):
.....
- Resignation Transfer/Redeployment New employment / Retirement Fill-in

of/for (name / first name)

.....

Job holder will be deployed at:

Third-party funding:

Research project / project no.		
Occupation as	working hours per week in percentage terms	Project manager

Period of employment from _____ to _____ open-ended
 Project duration from _____ to _____ (not period of allocation of funds)

(Notice: pursuant to the provisions of the Act on Temporary Employment Contracts in Science (WissZeitVG), those belonging to the circle of research assistants shall be employed for the entire project duration, see Circular on the Act on Temporary Employment Contracts in Science (WissZeitVG) (TU Berlin homepage, Quick Access: 149105 or http://www.abt2-t.tu-berlin.de/fileadmin/ref30/Themen_A-Z/Wissenschaftliche_Mitarbeiterinnen_und_Mitarbeiter/Antraege/Rundschreiben_WissZeitVG.www.pdf)

Job description: For reasons of cost, the job description shall be **short and precise**, but nevertheless **contain all relevant information**. Only those tasks that are of essential importance for the job description shall be included; see Appendix, where applicable

Requirements: Compilation of the **specialized and general competencies required for performing the tasks in the job description**. Weighting of the competencies with regard to their importance (**mandatory criteria**) and desirability (**optional criteria**) for the position; see Appendix, where applicable

The Application is based on Resolution No.

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(according to Section 75 of the Act on Higher Education Institutions in the State of Berlin – BerlHG – only required for positions financed from the university budget)

Voting result (..... : :)

Application deadline: weeks Body/bodies advertising the vacancy:
 (as a rule, at least two weeks)

I am specifically interested in your procurement for me within this procedure of trainees who will shortly complete their training at TU Berlin. (Notice: such procurement pertains to vacancies that require a professional qualification under the German Vocational Training Act – Berufsbildungsgesetz)

Appendices:

- In the case of a job advertisement for a temporary position on the grounds of a short-term increase in the amount of work for other employees pursuant to Section 14 (1) Sentence 2 No. 1 of the Act on Part-Time Work and Fixed-Term Employment Contracts (TzBfG), the Declaration Regarding the Description of Work Objectives must be submitted with this Application (TU Berlin homepage, Quick Access: 183853).
- In the case of an application to advertise a vacancy for a research assistant for the purpose of qualification pursuant to Section 2 (1) of the Act on Temporary Employment Contracts in Science (WissZeitVG), the Declaration Regarding the Qualification Objective must be appended (TU Berlin homepage, Quick Access: 183854).

- In the case of an application to advertise a vacancy for a research assistant, an individual statement regarding any deviation of the approved project duration from the provided contract term in accordance with Section 2 (2) of the Act on Temporary Employment Contracts in Science (WissZeitVG) (project-related employment financed by third-party funds) must be appended.

p.p.