

University of Heidelberg  
 Central administration office (of the university)  
 Human Resources department / 5.1 / 5.2

**Attachment to the application for employment /further employment**

- of a scientific assistant/research associate
- of a graduate student assistant

**Information about former times of employment according to § 2 WissZeitVG (to be filled in completely)**

Please specify all temporary work contracts

1. at a German university
2. or at a governmental research institute or state-financed (partly-financed) research institute (e.g. Max Planck Institute, German Cancer Research Center)
3. private sector contracts of employment with professors or other members of a university

Specify also all temporary times of employment as civil servant and all times of employment as graduate assistant. Employments as undergraduate student assistant do not have to be mentioned!

Specify also all times as assistant professor, as employee or civil servant

The following information is of essential importance to check the possibility of employment

Family name, first name:
Date of birth:

Institute/department:
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**1. Employment as scientific assistant/research associate**

	from:	until:	where:	hrs. p. week:	sum: year(s)	month(s)	day(s)
from:		until:	where:	hrs. p. week:			
from:		until:	where:	hrs. p. week:			
from:		until:	where:	hrs. p. week:			
from:		until:	where:	hrs. p. week:			

**The English translation is for convenience only, the German version is binding.**

**2. Employment as civil servant (without life-long status)**

							sum: year(s)	month(s)	day(s)
from:		until:		where:		hrs. p. week:			
from:		until:		where:		hrs. p. week:			
from:		until:		where:		hrs. p. week:			
from:		until:		where:		hrs. p. week:			

**3. Employment as lecturer/assistant professor**

							sum: year(s)	month(s)	day(s)
from:		until:		where:		hrs. p. week:			
from:		until:		where:		hrs. p. week:			

**4. Employment in the private sector**

							sum: year(s)	month(s)	day(s)
from:		until:		where:		hrs. p. week:			

**5. Employment as graduate assistant**

							sum: year(s)	month(s)	day(s)
from:		until:		where:		hrs. p. week:			
from:		until:		where:		hrs. p. week:			
from:		until:		where:		hrs. p. week:			
from:		until:		where:		hrs. p. week:			

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Times of leave according to § 2 Abs. 5 WissZeitVG (e.g. for scientific activities or scientific, artistic or professional education and off campus training or training abroad, maternity leave and times of military or community service) must be listed separately.

If there is no allocated space on the form, please use an extra sheet.

### **Information on your PhD**

1. Start of PhD \* (**see below**)/ enrollment as doctoral candidate:

(Note: start of PhD is the date, when the topic of the doctorate was agreed upon, resp. the enrollment date as a doctoral candidate)

2. PhD already completed?

Yes  
(oral) examination taken on:

Not yet

**\* All PhD/doctoral procedures started must be entered here, including those that have not been completed!**

**Certificates must be enclosed!**

For information on your personal file, please contact the personnel department in the university's administration office.

**I assure that I gave complete and truthful information**

Place /date:

Signature:

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