

Your employment

Before you take up **employment** we require you sign the documents indicated with (X) below. **Please provide officially certified copies or copies plus the corresponding originals.**

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| Office hours:
Monday, Tuesday, Thursday, Friday
from 08:00 a.m. to 12:00 noon
<u>closed on Wednesdays!</u> |
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1. ☐ Personal information form (form attached) (3)
☐ Curriculum Vitae
☐ Photograph
 2. **Vital records / (Please provide original + 2 copies)**
☐ Birth certificate (single person)
☐ Marriage certificate (if applicable)
☐ Children's birth certificates (if applicable)
☐ Legally valid divorce decree (if applicable)
 3. **Examination certificates/documents (please provide original + copy!)**
☐ School certificates (latest school certificate; e.g. **Abitur (high school diploma equivalent) certificate** etc.)
☐ other examination certificates and documents (professional training certificate, degree, doctorate, etc.) – ***please provide immediately!*** -
☐ **Proof** (not employment contracts) of previous employment (excluding with the **University of Mainz**), showing the type and scope of the work, legal status and statutory salary or pay grade (**give exact grade**).
Important: ***Please provide within 4 weeks of taking up employment in duplicate!***
Affects salary grade!
 4. **Employment declarations (forms attached)**
☐ Declaration of criminal proceedings/debts/nationality (4)
☐ Guidance on loyalty to the constitution (5)
☐ Declaration of loyalty to the constitution for new Federal States (6)
☐ Declaration of property damage/severe disability (7)
☐ Acknowledgement of receipt (8) + ☐ Telephone list (9)
☐ if applicable: application for non-standard working hours e.g. in the case of part-time employment (10)
☐ if applicable: application for exemption from compulsory insurance with the civil service benefits fund (scientific staff only) (11)
☐ Declaration on previous employment hours (12) – ***please provide immediately!*** -
☐ Declaration of secondary employment (13)
☐ Declaration of undertaking to maintain data confidentiality (14)
☐ Leaflet/ Declaration on combating corruption in the Civil Service (15/16)
☐ Declaration pursuant to Article 14 para. 2 of the TzBfG (Law on Part-time and Fixed-term Employment Contracts) (17) – ***please provide immediately!*** -
☐ Record and formal undertaking by non-civil service personnel (18)
☐ **Request for a participation of the staff council (scientific staff only)** (18 a)
 5. **Documents for the Koblenz Finance Department – ZBV14 - (Central Salaries and Benefits Section)**
☐ Personnel questionnaire (form attached) (19) new
☐ if applicable: leaflet on minor and short-term employment (19a)
☐ if applicable: leaflet on terms for employees within sliding-scale contributions range (19b)
☐ Military or community service certificate (original + copy please ggf. provide!)
☒ Income tax card **for 2010 or replacement certificate** from finance office of place of domicile
☐ Social security card (please provide original + copy!)
☐ Certificate of membership of medical insurance scheme in accordance with Article 175 of the Social Security Code V (SGB V); (please provide original!)
☐ Copy of medical insurance scheme membership card
☐ Enrolment certificate **details of course and number of semesters** (if applicable; in the original)
 6. **Other**
☐ **Conduct record** to be submitted to the authorities (application to resident registration office quoting employer's address **and file reference: PA _____**) **within 6 months**
☐ **Medical certificate from the University of Mainz occupational medicine department** (or the office doctor responsible) (form attached) **to be submitted within 4 months**
☐ Residence permit - in the case of EU citizens "**Freedom of Movement Certificate**"
☐ Work permit
☐ Holiday certificate from previous employer