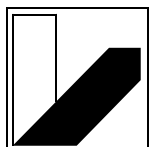


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**UNIVERSITÄT
 BAYREUTH**

Passport photo

Personal Data Sheet for New Employees

1. Personal data

1.1 Employee ¹⁾

Last name, maiden name (if applicable), academic degree		First name and middle name(s)
Date of birth	Place of birth	Municipality
Administrative district	State, Country	Nationality Religion ⁶⁾
Marital status: currently not married <input type="checkbox"/>	changes to status: married since	widowed since
married <input type="checkbox"/>	divorced as of	remarried as of
Address: street and house number	Postal code, city	Tel. number
		()
		()

1.2 Spouse ¹⁾²⁾

Last name, maiden name (if applicable), academic degree	First name and middle name(s)
Date of birth	
Employed as a civil servant in Germany?	no <input type="checkbox"/> yes <input type="checkbox"/>

1.3 Children ¹⁾²⁾ who are eligible for child benefits

Last name, First name and middle name(s)	Date of birth	Last name, First name and middle name(s)	Date of birth
1.		3.	
2.		4.	

1.4 miscellaneous details ³⁾

e.g. severe disability (degree of disability), certificate of rehabilitation or registration certificate under the terms of the <i>Soldatenversorgungsgesetz</i> , humanitarian work

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2. School education, post-secondary education and advanced training

2.1 School education (including high school), vocational training¹⁾, qualification to give religious instruction

Educational institutions			Final exams		
Type	Location	from - to	Type	Date	Results (grade, rank, number of examinees, number of examinees who passed the exam)

2.2 Miscellaneous skills and training (providing this information is voluntary)

1) Typewriter (skill level)
2) Foreign languages (including level)
3) Driving license (including class of license)
4) Other special training or skills (e.g. computer skills, shorthand)

2.3 Advanced training¹⁾

Programmes and courses completed outside of previous employment relationships:

3. Academic degrees earned, qualifications earned outside of German civil service¹⁾

Designation	Institution	Date	Result of examination

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5. Honorary posts ⁴⁾

6. German military service/ civilian service ⁵⁾

Military service/ civilian service from	to
--	----

Location and date of signature

Signature

7. Termination of employment relationship

Retired on (date):	Resigned on (date):
Deceased (date):	Laid off on (date):

Please see Article 16 para 2 of the Bavarian Data Protection Act (*Bayerisches Datenschutzgesetz*)

The legal basis for collecting this information can be found in

- 1) Articles 22-25 of Bavaria's Civil Servants' Act *Bayerisches Beamtengesetz*, § 3 para 6, § 16 and § 34 TVL
- 2) Article 96 *Bayerisches Beamtengesetz*
- 3) § 14 *Laufbahnverordnung*, §§ 7 & 8a *Soldatenversorgungsgesetz*, § 17 *Entwicklungshilfegesetz*
- 4) Article 81 para 2 sentence 2 of *Bayerisches Beamtengesetz*, § 3 of *Bayerische Nebentätigkeitsverordnung*
- 5) §§ 9, 11a - 13 *Arbeitsplatzschutzgesetz*
- 6) providing this information is voluntary