

Documents required for employment

(As a rule, we require certified photocopies in the German language, but not the original documents. The only exception is the certificate of good conduct, which is sent to the university by the local German authorities. Certified copies can be provided free of charge if you send the original documents.)

1. CV (signed)
2. German social security number (2 copies of social security ID)
3. Membership confirmation from health insurance provider (2 copies)
4. Certificate of good conduct to be sent directly to the University of Bayreuth. Please give local German authorities the following instructions: *Amtliches Führungszeugnis -Vorlageart 0, Verwendungszweck: Az. P 3100 - III -*
5. a) Birth certificate (if single)
b) Marriage certificate (if married); if you are widowed, please submit a copy of your spouse's death certificate
c) Divorce certificate (if divorced, operative part of the judgement will suffice).
6. a) University diploma, doctoral diplomas **or evidence of doctoral studies along with excerpt from doctoral degree regulations relating to "conclusion of doctoral studies"**
b) Foreign citizens: permission to use the title "Dr." in Germany
7. a) Proof of previous employment (e.g. certificates of employment, job references)
b) Confirmations of service time in the German armed forces, civilian service, or as a civil servant (especially if they indicate salary service age and length of service)
8. a) Foreign citizens: residence permit with permission to engage in gainful employment
b) **Please note:** non-EU citizens must apply for their visas at a German embassy prior to entering Germany
9. If applicable, legal proof that you have a severe disability
10. Personal data sheet with passport photo
11. Personnel file from previous employer (if necessary, declaration of consent so that personnel file can be requested from previous employer)
12. Personal data sheet for salary payment
13. Form concerning loyalty to the constitution
14. Statement concerning previous periods of employment as a civil servant in Germany in accordance with par. 16 of TV-L
15. Notice concerning established preclusive time limits (par. 37 of TV-L) (2 copies)
16. Statement concerning personal finances
17. Statement concerning secondary employment
18. Information sheets / IT regulations
19. Acknowledgement of receipt: rules regarding academic misconduct
20. a) VBL information and acknowledgement of receipt (2 signed copies)
b) VBL waiver application
21. Statement upon being hired or receiving a contract extension for fixed-term employment
22. Form to determine holiday entitlement