

**Translation - for information only!**

Department of Human Resources: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Faculty LOEL        | <input type="checkbox"/> International Office          |
| <input type="checkbox"/> Faculty Economics   | <input type="checkbox"/> Department of Student Affairs |
| <input type="checkbox"/> Faculty AFG         | <input type="checkbox"/> University Library            |
| <input type="checkbox"/> Faculty Design      | <input type="checkbox"/> President's Office            |
| <input type="checkbox"/> Faculty Informatics | <input type="checkbox"/> Language Centre               |
| <input type="checkbox"/> Faculty EMW         | <input type="checkbox"/> Pre-College (Studienkolleg)   |
| <input type="checkbox"/> Faculty BWP         | <input type="checkbox"/> Equal Opportunities officer   |

**Anhalt University of Applied Sciences**  
**Department of Human Resources**  
**f. attn. Kathleen Lorenz**

**APPLICATION/ PERSONNEL FORM STUDENT ASSISTANTS**

- Recruitment                       Continued employment                       Change of working hours

It is pointed out that any handling is only possible when all required documents completely (i.e. filled out) are attached to this application, and a smooth payment of the salaries is guaranteed only when the application is submitted to the Department of Human Resources **4 weeks before the commencement of the contract, at the latest.**

**Personal Data**

Family name, first name:	
Date of birth:	Place of birth:
Name at birth:	
Nationality:	Residence permit valid until:
E-Mail:	Telephone:
Home Address:	Correspondence Address:
Street; house number. Post code; city	Street; house number; Post code; city
Highest school-leaving certificate:	(without school-leaving certificate (1))
The highest professional education degree:	(without vocational or professional qualification (1))
First contract at the college: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please just render the contracted services properly, in case that has not completely happened yet.	

Other employments:

- No (before the beginning of a further employment inform you the Department of Human Resources without previous according request )
- Yes (evidences attached)

### Statements on the employment

Duration of employment: from \_\_\_\_\_ to \_\_\_\_\_

Working hours per month: \_\_\_\_\_

Tutor: \_\_\_\_\_

Activities:

- Participation in research projects
- Organizational works related to teaching activities
- Other help-works to support the scientific and artistic staff in research and teaching
- Preparation and post-processing of lectures / internships
- Correction of exercises, tests, or papers
- Research activities
- Attendance of scientific collections

Financing is provided by:

- Budget cost center \_\_\_\_\_ cost center: \_\_\_\_\_
- Externally funded cost center \_\_\_\_\_ cost center: \_\_\_\_\_

\_\_\_\_\_  
Date / Signature Tutor

\_\_\_\_\_  
Date / Signature Acknowledgement  
Dean / Project Manager / Central Unit

### Attachments

	Attached	Submitted already	Remarks
Salary questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	submit with each new contract
birth certificate (copy)	<input type="checkbox"/>	<input type="checkbox"/>	only needed for the first contract
Confirmation of enrollment	<input type="checkbox"/>	<input type="checkbox"/>	
Member Certification of the health insurance	<input type="checkbox"/>	<input type="checkbox"/>	submit with each new contract
Certificate of social insurance (copy)	<input type="checkbox"/>	<input type="checkbox"/>	only needed for the first contract
Minijob form	<input type="checkbox"/>	<input type="checkbox"/>	submit with each new contract or amendment contract
residence permit/ work permit (for foreign students from non-EU countries)	<input type="checkbox"/>	<input type="checkbox"/>	

I hereby certify that all statements made on this application are true and correct.  
All the amendments (of my name, address, bank account, health insurance, citizenship, recording another activity, graduation) I have reported to the Department of Human Resources immediately and voluntarily.

I hereby expressly acknowledge

- that I am not authorized to start my work as a student assistant before having signed my employment contract.
- that the employment contract ends without the need for a termination, upon expiry of the last certified:
  - enrolment
  - residence permit (for foreign assistants), if, at this time, no valid semester certificate or residence permit has been submitted to the Department of Human Resources for the new semester.

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Date / Signature Student