

Personnel sheet (staff under a collective agreement)

| 1. Personal details | | | | | | | |
|---|-------------------------------------|---|--|-------|--|---|--|
| Surname (academic title if applicable) | | <div>Photo (voluntary)</div> <div style="border: 1px solid gray; width: 150px; height: 150px; margin: 10px auto; text-align: center;"> <div>Foto (auf freiwilliger Basis)</div> </div> <div>Year of photo</div> | | | | | |
| Given name(s) (please underline preferred name) | | | | | | | |
| Full address | | | | | | | |
| Birth date | Birthplace | | | | | | |
| Citizenship | For minors: name of parent/guardian | | | | | | |
| Female | | Male | | Other | | Provision of gender information is optional. ¹ | |

| 1.1 Children (including adopted, step and foster children) | |
|--|------------|
| Given name(s), [Please add surname if a child's surname differs from yours.] | Birth date |
| 1. | |
| 2. | |
| 3. | |
| 4. | |

| 2. Education (from secondary school onwards) | | | | |
|--|------|----|--|-----------------------------|
| School/university | From | To | No. of years/semesters Department/subject | Qualification/exam and date |
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| 3. Training and exams (after completion of school/university education) | | | | | |
|---|------|----|----------------------------|-----------------------|-----------------|
| Type of training | From | To | Title or short description | Completion/exam, date | Overall results |
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¹ However, completing this section will allow us to check whether any beneficial legal regulations apply.

| 4. Employment <u>outside</u> the public service | | | | |
|---|------|----|--------------------|----------|
| Employer | From | To | Type of employment | Position |
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| 5. Employment <u>in the public service</u> as a civil servant, employee or worker under a collective agreement | | | | |
|--|------|----|----------|--|
| Agency/institute | From | To | Position | Salary band/scale and pay grade (state date of upgradings/ promotions) |
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| 6. Military/community/federal voluntary service (in Germany) | | | |
|---|------|----|---------|
| State military/community/federal voluntary service/service at the Federal Agency for Technical Relief, service in civil defence and disaster control etc. to assess whether periods can be counted towards periods of employment: | | | |
| Type of service | From | To | Remarks |
| | | | |

| 7. Leaves of absence/parental leaves (without part-time employment) | | | |
|---|------|----|---------|
| Type of leave | From | To | Remarks |
| | | | |
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