

# Personnel sheet (staff under a collective agreement)

UDE

1. Personal details					
Surname (academic title if applicable)			<div style="text-align: center; border: 2px solid gray; padding: 10px; margin-bottom: 10px;"> <span>Photo (voluntary)</span>      <b>Foto</b>          (auf freiwilliger Basis)       </div> <div style="text-align: center;"> <span>Year of photo</span> </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. <sup>1</sup>		

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

2. Education (from secondary school onwards)				
School/university	From	To	No. of years/semesters Department/subject	Qualification/exam and date

3. Training and exams (after completion of school/university education)					
Type of training	From	To	Title or short description	Completion/exam, date	Overall results

<sup>1</sup> However, completing this section will allow us to check whether any beneficial legal regulations apply.

**4. Employment outside the public service**

Employer	From	To	Type of employment	Position

**5. Employment in the public service 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)

**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