

**Employee record**

**—student assistants and academic assistants—**

Surname (and birth name, if different)

Given name ☐ female ☐ male

Date of birth

Place of birth

Marital status

Health insurance fund

Social security number

Citizenship

Postcode, place of residence

Street address, house number

Email

Landline telephone no. Mobile no.

Were you previously employed at this university? ☐ no

☐ yes (from/to) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bank details**

Account holder

Bank

IBAN (22-Stellen) D E\_ \_ | \_ \_ \_ \_ | \_ \_ \_ \_ | \_ \_ \_ \_ | \_ \_ \_ \_ | \_ \_

BIC (8-11 Stellen) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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(Signature)

Please sign only the GERMAN form!

**The following documents must also be provided:**

* Social security questionnaire
* Electronic wage tax deduction information (ELStAM)/Self-declaration
* Certificate of enrolment for the current semester (for student assistants)
* Proof of health insurance cover
* *—****Only for student assistants who have completed a bachelor’s degree or intermediate diploma—***Copy of degree certificate **or** of the intermediate diploma certificate plus documentation showing two further programme semesters have been successfully completed **or** (in the case of student teachers) confirmation of this from the Examinations Office.