

Personalerfassungsbogen

Employee Record Card



1 Employee information

1.1 Name

(Ms. / Mr.) MMss	Please glue a passport photo here.
Surname	
Academic title (Dr. / Dr. habil. / Prof. / Prof. Dr.)	
Given name	

1.2 Additional information

Surname at birth	Date of birth
Sex (male / female / non-binary)	
Place of birth	Country of birth
Preferred language of communication <input type="checkbox"/> German <input type="checkbox"/> English	Nationality / Nationalities
Marital status <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> civil union <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> nullified civil union <input type="checkbox"/> widowed <input type="checkbox"/> surviving civil union partner	
Marital status since (if not single):	Number of children:

1.3 Additional information

Additional given names	
State of birthplace (if born in Germany)	County of birthplace (if born in Germany)

2 Address

c/o	Street and house number
Postal code	Town
Urban district (if applicable)	Country
Phone number	E-Mail

3 Disabilities

Degree of disability	Issuing authority of disability certificate
Date of disability certificate	Reference number

4 Family

4.1 Spouse / Civil union partner

Date of marriage / civil union	
Surname	Surname at birth
Given name	Academic title (Dr. / Dr. habil. / Prof. / Prof. Dr.)
Sex (male / female / non-binary)	
Date of birth	

4.2 Child(ren)

Child 1

Surname	Given name
Sex	Date of birth

Child 2

Surname	Given name
Sex	Date of birth

Child 3

Surname	Given name
Sex	Date of birth

Child 4

Surname	Given name
Sex	Date of birth

5 Education

5.1 School leaving certificate

Date on the certificate	Exact designation of certificate
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5.2 Vocational training

Date on the certificate	Place of training	Year of completion	Designation of training certificate

5.2 Additional job training and continuing education

Date on the certificate	Place of training	Year of completion	Designation of training certificate

5.3 Advanced education degrees

Date on the diploma	College/University	Degree	Subject area

5.4 Doctoral degree

Date on the diploma	College/University	Kind of doctoral degree	Year	Grade

5.5 Habilitation (postdoctoral lecture qualification)

Date on the diploma	College/University	Subject area	Year

Additional information

Special professional skills
Computer skills
Driving licence <input type="checkbox"/> AM; <input type="checkbox"/> A1; <input type="checkbox"/> A2; <input type="checkbox"/> A; B = car licence <input type="checkbox"/> B1; <input type="checkbox"/> B; <input type="checkbox"/> BE; <input type="checkbox"/> C1; <input type="checkbox"/> C; <input type="checkbox"/> C1E; <input type="checkbox"/> CE; <input type="checkbox"/> D1; <input type="checkbox"/> D; <input type="checkbox"/> D1E; <input type="checkbox"/> DE; <input type="checkbox"/> L; <input type="checkbox"/> T

In case of employment of former members of the armed forces

The employment is based on an <input type="checkbox"/> integration certificate	<input type="checkbox"/> authorisation certificate
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Personal circumstances

I am healthy and can work in all positions at the university. <input type="checkbox"/> yes	<input type="checkbox"/> no
I am currently under investigation or undergoing criminal or disciplinary proceedings. <input type="checkbox"/> yes	<input type="checkbox"/> no
I live in stable financial conditions. <input type="checkbox"/> yes	<input type="checkbox"/> no

I confirm that the above information is correct and affirm that I provided the above information in all conscience. I understand that if I knowingly provided incorrect information, I am subject to instant dismissal.

I hereby confirm that I will promptly inform the personnel department about any changes in my personal information and that I will provide proof of these changes.

Information on data privacy protection (General Data Protection Regulation, article 13&14)

The University of Bamberg, Personnel Department, Kapuzinerstraße 20/22, 96047 Bamberg (Phone: 0951/863-1060; abt-personal@uni-bamberg.de) is responsible for processing the above personal data.

The above personal data is collected, saved and processed for the purpose of personnel management.

The statutory source of the data processing is article 6, paragraph 1, line 1, letter b) and letter c) of the General Data Protection Regulation, article 9, paragraph 2, letter b) of the General Data Protection Regulation, article 88, paragraph 1 of the General Data Protection Regulation, § 611 German Civil Code.

The University of Bamberg Data Security Officer can be reached via Email:
datenschutzbeauftragter@uni-bamberg.de.

Location and date

Signature (Given name & surname)