

Sample for personal information form

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Sample: first temporary teaching appointment

Hochschule Düsseldorf
University of Applied Sciences



This English translation is intended to allow international readers a better understanding. It is solely for information purposes and only the German version is legally binding.

Dezernat Personalmanagement
Department of Human Resources Management
Ulrike Keller
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Personal information form
Application for a temporary teaching appointment

Deutsche Version

Here you can change the language.

If this is your first temporary teaching appointment, please click the button "yes" to see more important fields.

Personal details

Ms/Mr Title Given name Family name

----- ▾ [] [] []

Street and number Postal code City/town

[] [] []

Date of birth Place of birth E-mail Phone

[] [] [] []

Will this be your first temporary teaching appointment at HSD?

Yes

School/higher education

Add line Delete line

School/university (starting with secondary school)	Date of completion (dd.mm.yyyy)	Degree
[]	[]	[] ▾

Here you can add or remove lines for "school/higher education".

Please submit copies of your Birth certificate, Abitur or comparable degree certificate and bachelor's or comparable degree certificate and take a cross.

Please submit copies of the following documents

Birth certificate
and
 Abitur or comparable degree certificate
and
 Bachelor's or comparable degree certificate
or
 Master's or comparable degree certificate
and possibly
 Doctoral degree certificate

Do you have a master's or comparable degree certificate and/or a Doctoral degree certificate?
Please take a cross and submit the copies.

Post-degree occupation

[]

Are you primarily employed in public service?

Yes No

As in your curriculum vitae please note your post-degree occupation and submit a copy of your CV.

Declaration

I agree to the temporary teaching appointment at HSD, Faculty of [dropdown] in [dropdown] semester 2023

- I am holding another temporary teaching appointment of [dropdown] h/week at [dropdown] (university/institution).
- I work at HSD (academic and artistic staff).
- I work at HSD (administrative and technical staff).
- I do not work at HSD.

I will be working as a self-employed artist or publicist in the context of this temporary teaching appointment at HSD. (Information relevant for the German artists' social insurance (KSK))

- Yes No

An **artist**, within the meaning of the German artists' social insurance legislation (KSVG), is someone who creates, practises or teaches music, performing arts or fine arts. This includes designers and those teaching design.

A **publicist**, within the meaning of the KSVG, is someone who works as a writer, journalist or in a similarly publicistic profession or teaches in the field.

Source: Informationsschrift Nr. 6 zur Künstlersozialabgabe der Künstlersozialkasse

I am aware that in assuming this temporary teaching appointment, I enter into a specific legal relationship under public law. This temporary teaching appointment does not entitle me to civil servant status or employment at HSD under private law. This also applies in case of repeated temporary teaching appointments.

I will only be paid for the individual hours I effectively teach. I will not be paid if no teaching takes place due to illness or other reasons, even if I am not responsible for it.

For the payment of my fee the standard limitation period for remuneration claims applies. Pursuant to section 199 subsection 1 of the German Civil Code (BGB), this period commences at the end of the year in which the claim arose and lasts three years according to section 195 BGB.

I shall maintain secrecy over affairs which come or have come to my attention through my work as a lecturer at Hochschule Düsseldorf – University of Applied Sciences and which by their nature require secrecy. Accepting rewards or gifts relating to my work as a lecturer is prohibited.

[dropdown]
Place, date

Signature (lecturer)

Data privacy statement

The Department of Human Resources Management will process and use your personal data in accordance with Article 6 GDPR in conjunction with section 18 of the North Rhine-Westfalian Data Protection Act (DSG NRW) for the taking-up, carrying-out, termination or settlement of the temporary teaching appointment.

In addition, personal data such as your title, given and family name, designation of function as well as telephone number and e-mail address will be published on the intranet (e.g. Outlook, Skype) and the internet (HSD website).

With click on the drop-down menu please chose "Social Sciences and Cultural Studies"

If you're not working at HSD please take here a cross.

With click on the drop-down menu please chose the semester "winter" or "summer" and add next to it the year.

Mostly forgotten: has to be signed by hand.

Sample: follow-up temporary teaching appointment

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University of Applied Sciences



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Personal information form Application for a temporary teaching appointment

Deutsche
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If this is your follow-up temporary teaching appointment, please click the button "no".

Personal details

Ms/Mr	Title	Given name	Family name

Street and number		Postal code	City/town
Date of birth	Place of birth	E-mail	Phone

Will this be your first temporary teaching appointment at HSD?
 Yes No

With click on the drop-down menu please chose "Social Sciences and Cultural Studies"

Declaration

I agree to the temporary teaching appointment at HSD, Faculty of
[drop-down menu] in [drop-down menu] semester 2023

With click on the drop-down menu please chose the semester "winter" or "summer" and add next to it the year.

I am holding another temporary teaching appointment of [] h/week at [] (university/institution).
 I work at HSD (academic and artistic staff).
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 I do not work at HSD.

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 Yes No

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Place, date

Signature (lecturer)

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