

Faculty/central institution

Applicant (responsible academic staff member)

# SHK

(Student Asst.)

Admin

Phone:

Email:

cc:

Div. 2.3

To  
Human Resources Department  
Division 4.3

Sent through  
official channels

- First employment  Re-employment  Ext. employment  
 Change to existing employment contract

**of a Student Assistant**

<b>1 Student's personal data</b>	
1.1	(Please use the email address assigned to you by the IMT) Email: <input type="text"/>
1.2	Surname: <input type="text"/> First name: <input type="text"/> Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
1.3	Date of birth: <input type="text"/> Place of birth: <input type="text"/> Nationality: <input type="text"/>
<b>2 Highest vocational qualification to date</b>	
<input type="checkbox"/> No vocational qualifications (1) <input type="checkbox"/> Completion of accredited vocational training programme (2) <input type="checkbox"/> Master / technician or graduation from technical college (3)	
<b>3 Student's higher education studies to date</b>	
3.1	Enrolled in degree programme <input type="checkbox"/> Number of semesters studied: <input type="text"/>
3.2	Matriculation no. at Paderborn University: <input type="text"/> Matriculation no. at a different university: <input type="text"/>
3.3	University degree or degree from university of applied sciences: <input type="checkbox"/> No <input type="checkbox"/> Yes Type of university or state examination: Date: <input type="text"/> A certificate of enrolment <input type="checkbox"/> is enclosed. <input type="checkbox"/> was already submitted.
<b>4 Student's previous employment</b>	
4.1	She/he was/is employed at Paderborn University or another university: <input type="checkbox"/> No <input type="checkbox"/> Yes, until <input type="text"/> as <input type="checkbox"/> Stud. Assistant <input type="checkbox"/> Res. Assistant (WHB) <input type="checkbox"/> at Paderborn University <input type="checkbox"/> at another university <input type="checkbox"/> A certificate of the employment period from the other university is enclosed
<b>5 Information on secondary employment and for determining the social insurance contribution obligation</b>	
5.1	In addition to the position as a student assistant (SHK), the applicant will also have additional income through secondary employment or freelance/contract work. (Subject to approval by Paderborn University) <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please enclose "Declaration of Secondary Employment SHK/WHB" and "Status Declaration for Verification of Social Insurance and Supplementary Benefits" forms for student employees.)
<b>6 Information about the intended employment</b>	
6.1 Period of employment (minimum 3 months). First-time employment or re-employment is only possible starting on a business day!	
a)	from <input type="text"/> to <input type="text"/> at <input type="text"/> xx hrs. Position as tutor: <input type="text"/> Yes/No
b)	from <input type="text"/> to <input type="text"/> at <input type="text"/> xx hrs. Position as tutor: <input type="text"/> Yes/No
c)	from <input type="text"/> to <input type="text"/> at <input type="text"/> xx hrs. Position as tutor: <input type="text"/> Yes/No
<b>7 The assistant's job will be financed through:</b>	
↓ Only to be filled in by University ↓	
7.1	a) Billing object/ Acc. (AO) no.: <input type="text"/>
7.2	b) Billing object/ Acc. (AO) no.: <input type="text"/>
7.3	c) Billing object/ Acc. (AO) no.: <input type="text"/>

Notification of change completed

	<p><b>Information for the student applicant:</b></p> <p>1. If you receive BaföG, a research grant, a research scholarship or a graduate or doctoral scholarship, you must notify the relevant agency about your income as a student assistant.</p> <p><b>2. For extensions to the employment contract:</b>          If there have been any changes with regard to your health insurance provider, additional employment, internships etc. as compared to the information provided for your last employment contract, the "Status Declaration for Verification of Social Insurance and Supplementary Benefits" form must be completed. If there have been any changes to your personal circumstances, personal data, bank account information etc. the "Personal Information" form must be completed again.</p>	
8	<p><b>Declaration by the student applicant:</b>          By signing this form below, I hereby confirm that the above information about my personal circumstances is correct. Furthermore, I declare that no further contracts or agreements have been made with the responsible staff member. I have been informed that only the President of Paderborn University will make a legally binding decision about my employment and that any and all legally binding statements or declarations regarding my employment relationship or contract must be made in writing through the Human Resources Department (Department 4). I am aware that I may not perform any work or services until the employment contract has been countersigned by an authorised Human Resources Department employee.</p> <p>_____</p> <p>(Date, signature of applicant)</p>	
9	<p><b>Declaration by the responsible staff member:</b></p> <p>The student assistant will be employed in accordance with the currently valid guidelines for the employment and remuneration of research and student assistants at Paderborn University. I am aware that I may not accept any work or services from the student assistant until the employment contract has been signed by an authorised Human Resources Department employee.</p> <p>_____</p> <p>(Date, signature of staff member)</p>	
10	<p><b>Approval by the head of the faculty/central institution (or authorised representative)</b></p> <p>There are no objections to the intended employment relationship.</p> <p>_____</p> <p>(Date, signature of faculty/institution)</p>	
	<p><b>Only to be filled in by the responsible administration division / If financed through a research project:</b></p> <p>Sufficient funds are available from the externally funded project and have been earmarked accordingly.</p> <p>_____</p> <p>(Date, Signature External Funds Management Unit)</p>	

Attention: Only instructions for completion!