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| **Institution/Chair** |  |
| **Last name, first name** |  |

**Attachment to the request for hiring academic staff members**

**-Previous Employment -**

**Please note:**

This form needs to be completed by all employees of remuneration brackets TV-L 13-15 in order to document any previous employment and ascertain any relevant work experience that might count towards the length of fixed-term contracts.

In this form you are providing data on your previous work experience. **Previous employment activity may only count towards your remuneration if it is relevant work experience or if the work experience is beneficial within the scope of the employer's recruitment strategy (in accordance with section 16 subsection 2 of the collective agreement of the Länder (TV-L)).**

The recognition of your previous employment determines your salary group within your respective remuneration bracket and consequently your final remuneration.

The data on your previous employment also is essential for the determination of the length of your fixed-term contract according to the German academic fixed-term contract law (WissZeitVG).

As a rule, only work within a valid employment contract is considered relevant work experience. Freelance work cannot be considered. Likewise, any employment as part of vocational training or traineeships as well as fee-based contracts, works contracts and part-time lecturing contracts cannot be considered relevant work experience. In isolated cases, these occupations might be considered beneficial at best.

Please be sure to list all fixed-term employment at German universities (including the University of Mannheim) or other public or partly public research institutions.

Moreover, be sure to list all private employment contracts with professors or other members of a university, all fixed-term civil servant contracts, all employment contracts as a research assistant with a finished degree, and all employment contracts as an assistant professor, salaried or as a civil servant.

In addition, be sure to list all employment contracts with other national or international employers.

Please list your occupations individually and separate German and international employers.

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| **Previous work experience (in Germany) - please state exact dates -** |
|  |
| a) Employment as a student assistant with a finished degree (Master's/Diplom/Magister) |
| No. | From | To | Hours/Month | Employer | Type |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
| b) Employment as a salaried employee, e. g. academic staff member or employment outside of the public service |
| No. | From | To | Hours/Week | Employer | Type |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
| c) Employment in the civil service (incl. e. g. assistant professor positions) |
| No. | From | To | Hours/Week | Employer | Type |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
| d) Other employment (incl. e. g. private employment contracts at universities) |
| No. | From | To | Hours/Week | Employer | Type |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
| **Previous work experience (abroad) - please state exact dates -** |
| No. | From | To | Hours/Week | Employer | Type |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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(Please attach proofs of all listed employment contracts.)

**Degrees:**

**1a) Diploma exam on:**

**1b) Other degrees received:**  **on (date):**

1. **Doctorate**

**Beginning of dissertation / enrollment as a doctoral student on** **:**

(Please note: The date you finalized your dissertation topic or the day of enrollment as a doctoral student, respectively, is considered the beginning of your dissertation.)

**Doctoral certificate received on:**        (Please provide proof.)

We advise you to complete this form carefully to avoid further inquiries. After checking your data, Human Resources determines if any previous employment will count towards your remuneration and will transfer the data to the Landesamt für Besoldung und Versorgung Baden-Württemberg (LBV). Additionally, Division V - Human Resources will determine the length of your fixed-term contract.

Please note: Incorrect statements might lead to contestation regarding the validity of your work contract and/or reclaims of remuneration.

**Mannheim, (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of employee**

 (By signing this document, the employee confirms all above-stated data.)

**Statement of the director of the institution**

**Please note:**

**Please be diligent about the evaluation of "relevant work experience / beneficial work experience" as this will determine the employee's remuneration and the budgetary burden.**

**[ ]**  I confirm that the following listings (state numbers) on pages 1 and 2

 are **relevant work experience**[[1]](#footnote-1) according to the collective agreement
 (particularly employment as an academic staff member at a university or research institution):

 **No.** **………………………………………………………………………………**

**[ ]**  I confirm that the following listings (state numbers) on pages 1 and 2

are beneficial work experience within the scope of our recruitment strategy[[2]](#footnote-2)

(particularly, employment as a research assistant with a finished degree or employment as part of a doctoral fellowship or similar employment with private or public employers):

 **No.** **………………………………………………………………………………**

 **Reasoning (mandatory):**

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 (Please make a short statement on the quality and quantity of applicants and state why the chosen applicant had to be upgraded within his or her respective remuneration bracket.)

[ ]  Relevant work experience / beneficial work experience cannot be confirmed.

The stipulations above are subject to review by Division V - Human Resources; relevant work experience will be reviewed and classifications altered if necessary.

**Mannheim, (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of the director of the institution**

1. Relevant work experience is considered work experience in the new position or experience in a task that is part of the position. If the previous occupation is basically continued as before, this is considered relevant work experience. A similar occupation or the same occupation may suffice to be considered relevant work experience **provided it corresponds to the respective remuneration bracket**. Essential criterion: experience, knowledge and skills obtained in the previous occupation are relevant and even **essential** to carry out the new occupation. Both occupations need to be at least **similar in terms of tasks and level**. The actual tasks of the new occupation serve as the benchmark.

 [↑](#footnote-ref-1)
2. Previous work experience is considered beneficial if the new tasks are similar or equivalent and if there is **a material link** to the new tasks. Moreover, the previous occupation is beneficial if knowledge and skills obtained before are **useful** for the new position and **the personnel requirements in terms of quality and quantity could not have been met otherwise. Consequently, the previous work experience needs to have been the decisive factor for the recruitment of the employee** [↑](#footnote-ref-2)