

Documents needed by Personnel for (new) employees

As a rule, documents need to be certified (transcripts/copies) and have to be in German (translations acceptable). They do need to be original documents.

- Form „Einstellungsanzeige“ (must carry all signatures. Where applicable „Sachbegründungsgrund“ (reason for fixed-term contracts) must be given by the group leader; if applicable > “Stufe 1” employments must be justified by the group leader.
- Form „Personalfragebogen“ (questionnaire)
- Current CV (Curriculum Vitae)
- School certificates (high school graduations, technical diploma, etc.)
University diplomas (diploma, bachelor, master, state examination, iHK-degree)
- References of former employers and evidence of all previous occupations (if need be, use additional sheet)
- Residence- and work permit (if not EU citizen)
- Form “Angabe zu den übertragenen Aufgaben und der angestrebten wissenschaftlichen Qualifizierung“ („Qualifizierungsfahrplan“ = qualification schedule – for scientific staff; to be provided by the group leader)
- Complementary information of the recruitment/ongoing established employment of scientific staff (scientific employees only)
- Questionnaire on qualification period (scientific employees only)

To prepare the employment contract, the above mentioned documents should be submitted to Personnel 4 weeks before the start date (exceptions: 14-day deadline).

The deadlines are extended by 3 weeks for hiring employees from outside Europe!

The same applies for forms “Änderungsanzeige” and “Verlängerungsanzeige”. Please note: staff whose training- or employment contract is expiring have to inform the „Agentur für Arbeit“, in person, not later than three months before the end of the contract (§ 38 Abs. 1 SGB III).

The signed employment contract has to be submitted to Personnel on the first working day at the latest.

After the termination of the contract, the process slip/check-out sheet (“Laufzettel”, available from Personnel, R0.13, or from R0.07 (PA to Head of Administration)) has to be duly filled in. Note: please make sure to use up all vacation days within the period of the employment. There is no financial compensation from the DRFZ.

As a rule, consultation of staff-related issues with the DRFZ Management has to be done by the group leader or his/her representative.

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