

Documents required for hiring academic civil servants at the University of Bayreuth

A. Documents to be submitted

In German or English, otherwise translations must be enclosed

No	Required document(s)
1	Curriculum Vitae (signed)
2	Official certificate of good conduct for submission to an authority (University of Bayreuth) ¹
3	Certificates/certificates of all university degrees/academic degrees (e.g. bachelor's, master's, doctorate) ²
4	Complete copy of identity card
5	Copies of all civil status documents, e.g. birth and marriage certificate, birth certificates of children, proof of divorce
6	Proof of employment (references, employment contracts, certificates of military or civilian service, if applicable) ³
7	Non-EU citizens: a residence permit/visa with corresponding permission to work is required to complete the hiring process
8	If relevant: Proof of severely disabled status (legally binding decision)
9	Official medical certificate (appointments are arranged via the HR department)

B. Forms to be submitted

1	Personal data sheet for civil servants
2	Personnel Data sheet for <i>Beamte</i> (Public Servants) for calculating salary payments
3	Declaration on the receipt or review of location and family-related salary components (OFZ declaration)
4	Duty to uphold the constitution in public service
5	Declaration and confirmations in the context of hiring civil servants
6	Application for recognition of beneficial periods of full-time employment
7	Statement upon being hired or receiving a contract extension for fixed-term employment

¹ When applying, please indicate that this should be sent directly to the University of Bayreuth's Human Resources Office (III/1.1). If applicants are still resident abroad, apply for a certificate of good conduct from the home country.

² An official "transcript of records" must be enclosed for degrees obtained abroad.

³ When hiring academic staff: Contracts as student assistants or proof of other employment (e.g. working student activities/short-term temporary employment prior to the master's degree/state examination) need not be submitted.