

APPLICATION FOR EMPLOYMENT AS A STUDENT/SCIENTIFIC ASSISTANT

Please note that processing is only possible if all of the necessary documents are filled out and attached to this application. The seamless processing of payment for working hours can only be guaranteed if the application is submitted to the Human Resource Department no later than 4 weeks before the start of the contract.

Personal details

Surname, first name

Date of birth:

Place of birth:

Birth name:

Nationality:

Residence permit until:

Please enclose a copy including additional provisions.

Email:

Street, house number

Address supplement:

Zip code:

Highest general school leaving certificate:

Highest professional qualification:

Please submit a copy of your Bachelor's Degree Certificate, University of Applied Sciences Diploma Certificate, or Master's Degree Certificate (if applicable).

Do you have any other contracts with Anhalt University?

- no
- yes, which department/central Institute:
contract period:
agreed monthly hours:

Please note that contracts for student assistants at the Anhalt University of Applied Sciences may not exceed 48 hours per month.

Information concerning employment

Duration of the employment: from _____ until _____

Monthly hours: _____ /46

Place of employment:

Supervisor:

- Tasks:
- Participation in research projects
 - organizational tasks related to teaching
 - preparation and follow-up work on courses/projects
 - research activities
 - support in grading exercises, tests, etc
 - supervision of scientific collections
 - other assisting tasks
 - Tutorials on meeting academic objectives

Financing from:

- Budget funds
 - Third-party funds
- Cost center:
Cost unit:

Date/supervisor's signature

Date/signature confirmation
Dean; Project Manager; Head of Central Institutes

Required documents

- *Bezügefragebogen* (an Income form to be filled out for the tax office/tax authorities)
- Birth certificate (copy | for first contract only)
- Marriage certificate (copy | for first contract only) (if applicable)
- Current proof of student registration
- Proof of Health insurance or private health insurance certificate (not older than 3 months)
- Proof of completed degree (copy) (if applicable)
- *Minijobformular* (Mini-job form, questionnaire for low wages and short-term employees)
- Residence/work permit incl. additional provisions (for foreign students from non-EU countries)
- Additional form *Zusätzliches Tutorium* (additional tutorial) (if applicable)

I affirm that my information is complete and accurate.

I will disclose any changes (of name, address, bank details, health insurance, nationality, accepting other employment, graduation) immediately and unsolicited to the Human Resource Department.

I hereby am aware of the following,

- that I am not eligible to start working as a student assistant prior to the signing of my employment contract
- that employment ends without any required notice when the following documents expire:
 - student registration
 - residence permit (for foreign student assistants),
if no valid registration for the new semester or residence permit is submitted to the Human Resource Department at this time.

Date, student's signature