Information Regarding Technical and Administrative Staff Applications

The following is a list of documents required when applying for staff positions:

<table>
<thead>
<tr>
<th>Position</th>
<th>Advertised position</th>
<th>Non-advertised position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application form</td>
<td>2 copies</td>
<td>2 copies</td>
</tr>
<tr>
<td>2. Position description</td>
<td>3 copies</td>
<td>--</td>
</tr>
<tr>
<td>3. Staff Selection Sheet</td>
<td>3 copies</td>
<td>--</td>
</tr>
<tr>
<td>4. If applicable, justification for non-advertised appointment¹</td>
<td>--</td>
<td>2 copies</td>
</tr>
<tr>
<td>5. Application documents</td>
<td>1 copy (CV 2 copies)</td>
<td>1 copy (CV 2 copies)</td>
</tr>
<tr>
<td>6. Position description</td>
<td>2 copies</td>
<td>2 copies</td>
</tr>
<tr>
<td>7. Occupational Health Examinations form</td>
<td>1 copy</td>
<td>1 copy</td>
</tr>
</tbody>
</table>

The following documents are also required for a **continuation of employment, increase in hours, and/or redeployment/funding change**:

- For a continuation of employment in the same project, only the application form is required (2 copies).
- Where time equivalents have changed or additional duties have been added (e.g., increased hours), a new position description must be provided.
- In cases of the continuation of employment for an employee changing to another project or position (redeployment/funding change), this shall require that a new position description be provided.
- An advertisement or a waiver application is required.

Please submit the application and attendant documents to the school administration, which will forward them on to University Administration.

Further information and forms with respect to technical, library, and administrative staff applications can be obtained at the following link:

http://www.uni-hamburg.de/beschaeftigtenportal/services/personal/einstellung/tvp.html

**Information about requisite supporting documents**

1. It is sufficient to submit the original document and two copies.

Please be sure that the information provided is **complete** and coherent. For example, the place of employment must be accurate. In addition to the school and the department the institute where the

¹ If an appointment is not being advertised, waiver applications must be submitted to the Appointments Office beforehand. Subsequently, the TVPR and, if necessary, the Human Resource Office will be duly involved.
employee is to be employed must be specified. For employment in a University Administration position please specify the department.

Consultation with the Affirmative Action Officer for Women’s Affairs

The University Administration’s human resources officer is responsible for obtaining approval from the Affirmative Action Officer for Women’s Affairs.

Participation of BWF Deputation (Hamburg State Department of Science and Research)

The deputation must be consulted prior to employment by 64 or 732. Consultation is required for technical and administrative staff hiring, continuations of employment and appointments for pay grade 13 and higher. The deputation generally meets once a month. Therefore, sufficient time for the application and approval process must be provided for in the hiring procedure.

2. Please be aware that the position descriptions at your school must be sent to the Recruitment Office (section 63) via the Office of the Dean.

4. The Staff Council for Technical and Administrative Staff (TVPR) and generally the Hamburg Department of Human Resources (Personalamt) must approve employment that has not been previously advertised or posted; this does not include positions that are externally funded. The University Administration Recruitment Office is responsible for submitting an approval request. For any relevant inquiries please contact the Recruitment Office.

7. This form is for use for all required and “voluntary” examinations. If upon submission of the application the employee has not yet been able to be interviewed, then the pre-printed form may be submitted later.