Information Regarding **Academic 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. Justification provided to Academic Staff Council for internal appointment, including Council’s response</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 and/or job description</td>
<td>2 copies</td>
<td>2 copies</td>
</tr>
<tr>
<td>7. Occupational Health Examinations form (Link see application form; form may be submitted later)</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 or job description be provided.
- An advertisement or a waiver application is required.

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

Further information and forms with respect to academic staff applications can be obtained at the following link:

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

For further information, please follow the link to staffing guidelines provided by the Personnel Section and the Academic Staff Council.

http://www.uni-hamburg.de/beschaeftigtenportal/fid/intern/LeitfadenWissPers.pdf

**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.
Consultation with the Equal Opportunities Officer
A school's Equal Opportunity Officer must sign the Staff Selection Sheet if this is filled-out upon the posting of a position and staff selection. The office or department seeking to fill the position is responsible for requesting signature. In such case a signature upon the Employment Request Form will no longer be necessary.

If the position is not advertised only the Employment Request Form must be signed. The office or department seeking to fill the position must request signature from the school's Equal Opportunity Officer prior to submitting the request to the school's administration.

4.
The decision to not advertise the position must be approved by the Academic Staff Council. The application must be made through Sections 64 or 734.

The Academic Staff Council may be given prior notice by email of the intent not to advertise the position. As long as the Academic Staff Council is not opposed, the Employment Request Form and the relevant documentation may be submitted.

6.
A position description must be provided for externally funded positions; for positions funded from budgetary funds a description of duties is required. Where the position is to be funded by both budgetary and external funds, both position and duties must be described.

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.