

Form

Employment Questionnaire

(to be used in addition to the personnel questionnaire for employees subject to collective agreements)

Notes:

Please answer all questions legibly (print if possible). Please provide full dates, including the day, month, and year. If you have any doubts regarding how to answer these questions, please contact the personnel office (Personalstelle) within the administration. Filling out the personnel questionnaire does not establish any claims on your part.

If you need more space, please attach a signed separate sheet of paper.

Questionnaire on Employment, here

Last name

First name

School / Institution

Previous employment

In the space below, please list all jobs and professional positions you have held following your education and vocational training, in chronological order. Please also list any periods of unemployment, military or civilian service, or development aid work. If you held multiple jobs for the same employer, please fill out a separate line for each.

1	2	3	4	5	6	7	8
Serial No.	Start date DD MM YYYY	End date DD MM YYYY	Specific details regarding the nature of this job ¹ <i>Example:</i> • Financial representative with the following duties ... • Secretary • Data processing system technology employee	Categorization ² (Eingruppierung)	Employer, freelance activity, military or civilian service, unemployment, etc.	Weekly working time (percentage)	Reason for departure ³ a) Dismissal b) Resignation c) Contract termination (time expired) d) Separation agreement Other ⁴
1.							
2.							
3.							
4.							

(Continue to next page)

¹ Please attach documentation (employment references, employment agreements, or similar materials) if not included in your application documents.

² In the case of public service (öffentlicher Dienst), please state the wage, salary, or compensation group (*Vergütungsgruppe, Lohngruppe, Besoldungsgruppe* or *Entgeltgruppe*). Please attach documentation.

If your categorization changed over the course of your employment, please fill out a new line.

³ For **a**) through **d**), please use only the appropriate letter.

⁴ Please include a brief explanation of the reason for your departure here.

Employment Questionnaire
(Cont'd.)

Serial No.	Start date DD MM YYYY	End date DD MM YYYY	Specific details regarding the nature of this job	Categorization	Employer, freelance activity, military or civilian service, unemployment, etc.	Weekly working time (percentage)	Reason for departure
5.							e) Dismissal f) Resignation g) Contract termination (time expired) h) Separation agreement Other
6.							
7.							
8.							

In the space below, please state any periods during which you were granted leave (Beurlaubung during your employment).

9.							Leave
10.							Leave

Ich versichere nach bestem Wissen und Gewissen, vorstehende Angaben vollständig und wahrheitsgemäß gemacht zu haben. Es ist mir bekannt, dass falsche Angaben bei etwa erfolgter Einstellung eine Kündigung nach sich ziehen kann.

Mit ist ferner bekannt, dass im Falle meiner Einstellung personenbezogenen Daten gespeichert werden, soweit dies zur Erfüllung der dem Arbeitgeber obliegenden Aufgaben erforderlich ist
I affirm that the foregoing information is complete and truthful to the best of my knowledge and belief. I am aware that if I am hired, having made false statements may result in my dismissal.

I am furthermore aware that if I am hired, my personal information will be saved to the extent necessary for the employer to meet its obligations.

Berlin, on

Date

First and last name (last name at birth, if applicable)