

Family name:	Given name:	Date of birth:
Employment status (Professor, research assistant, etc.):		Salary bracket:
Institute/ Seminar/ office:	Street/ no. of Institute/ Seminar/ office:	
Please send completed form to: Zentrale Verwaltung Abteilung VI 4 Berufungsmanagement & Personalhaushalt Geschwister-Scholl-Platz 72074 Tübingen		
Volume of employment:		
☐ full-time		
☐ part-time, hours per week		
Duration of employment:		
☐ no time limit		
☐ time-limited until:		
Email:	Work telephone:	
Human Resources Assistant (if known):		

Report an Secondary employment

(Please mark relevant box with an x)

I hereby apply for approval of the following secondary employment, and/or I give notification of this secondary employment and give the following details including on the usage of resources:

1.	Type of secondary employment (concrete/detailed description of secondary employment):	
2.	Duration of secondary employment:	
	Starts:	
	Finishes:	☐ Secondary employment is conducted <u>until further notice</u> .
3.	Average time volume of secondary employment (including preparation and travel):	
	Hours ☐ per week ☐ per month	
4.	Conducting the secondary employment (not relevant to professors):	
	The secondary employment is to be conducted:	
	☐ outside of regular working hours	☐ within regular working hours
	No. of hours: hrs/	No. of hours: hrs/
	Explanatory statement, if secondary employment to take place <u>within regular working hours</u> :	
	☐ Lost working hours must be made up for!	
	☐ Confirmation is enclosed that the secondary employment must take place during regular working hours	
5.	Your secondary employer (name/ company/ institution and postal address):	
	☐ Freelance work	☐ Various clients
	Is the client a government service institution? ☐ YES ☐ NO	

6.	2. Details of gross pay:		
	☐ Gross pay amounts to approx. €/month ☐ Gross pay amounts to <u>one-off</u> for the period from: to: - : €.	☐ Gross pay is not yet known	
	You must supply documentation (copy) of the nature and volume of the secondary employment as well as the gross pay (e.g., employment contract, consultation contract, reviewer appointment, teaching contract, etc.) for <u>all</u> secondary employment requiring approval .		
	☐ The required documentation is enclosed. ☐ The required documentation will be submitted later.		

7.	Resources are required to carry out the secondary employment:	☐ NO
	☐ Yes, I would like to make use of the following resources of the state or the University of Tübingen:	
7.1	☐ Facilities (e.g., rooms, phone, fax, PC, photocopier etc.) Please give details of the facilities and the time you will be using them in hours per week. Hours/ week	
7.2	☐ Staff Please give family name/ given name of employee and time you will be occupying them in hours per week. Hours/ week	
7.3	☐ Material (e.g. stationery and office supplies etc.) Please detail type and amount. 	
7.4	I am a member of the Gründerverbund at the University of Tübingen	☐ YES ☐ NO

8.	Details of any other secondary employment:
	☐ I do not have any other secondary employment. ☐ I have one or more further secondary employment activities which are either generally or individually approved. (Please use a separate page to list your secondary employment activities!)

9.	Declaration
	I hereby confirm that the information given above is correct. I am aware that under § 8 Landesnebenberufungsverordnung (LNTVO) I must present a DECLARATION on all secondary employment activities carried out in the year concluded as well as any ACCOUNTS regarding pay received in accordance with § 5 para. (3) LNTVO after the end of every calendar year and by 01.07 of the following year at the latest. If the secondary employment carried out is overall small in volume in the spirit of § 4 para. (1) p. 2 LNTVO or is covered by § 6 LNTVO (exceptions from the duty to report), accounts need not be presented. For employees and workers: I hereby declare that I will take breaks in the time frames reserved for them under German labor law.

10a.	Statement by institution director (if the applicant is not a University lecturer or professor with Beamte status):
	The secondary employment and use of resources are ☐ not in conflict with the applicant's regular work duties. ☐ in conflict with the applicant's regular work duties, specifically: (Date) Name in block letters (signature)
b.	Acknowledgement by institution director (if the applicant is a University lecturer or professor with Beamte status, but not head of the institution):
	(Date) Name in block letters (signature of institute director)

	Tübingen,	Name in block letters	(signature)
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Attachment(s):	☐ Attachment regarding secondary employment contract ☐ ☐
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