

Please submit the completed form (in German) to your personnel department.

Address of the personnel department

Erklärung über Ausbildungs- und Beschäftigungszeiten nach § 77 LBeamtVGBW – Declaration on Vocational Training/Academic Education and Periods of Previous Employment According to Section 77 of the Civil Service Benefits Act of the Land of Baden-Württemberg (Landesbeamtenversorgungsgesetz Baden-Württemberg, LBeamtVGBW)

Please note:

1. This form is also provided on the website of the Landesamt für Besoldung und Versorgung at <https://lbv.landbw.de/vordrucke> (in German only).

2. We require the following information for the payment of your remuneration. Please visit <https://lbv.landbw.de/das-lbv/kontakt/datenschutz> for information on data protection and the relevant legal provisions on the basis of which your data are collected. All questions must be answered, unless marked as optional.

1 Personal data Please check ☒ or fill in as appropriate

Last name	First name	Date of birth
Job title/employer		Personnel number/area of work

2 Details on the periods of vocational training/academic education and employment

Please list all periods of your education/training or employment since you finished secondary school, including the type of degree obtained.

Attachment no.	Proof is attached		Vocational training/academic education and professional career		Type, employer, place Military or civilian service In case of self-employment: type and place Periods without employment Leave of absence/parental leave/part-time work as a civil servant or judge (please include legal reason)	Type of contract		
	Yes	No				Full-time employment	Unpaid leave of absence/parental leave	Part-time employment in percentage or actual number of working hours/regular working hours
	☐	☐	from (dd/mm/yy)	to (dd/mm/yy)		☐	☐	
	☐	☐				☐	☐	
	☐	☐				☐	☐	
	☐	☐				☐	☐	
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☐	☐	☐				☐	☐	
☐	☐	☐				☐	☐	
☐	☐	☐				☐	☐	

3 Employment or vocational training/academic education abroad

Are you completing your vocational training/academic education **abroad** or are you employed **abroad**?

☐ Yes

If yes, where? _____

☐ No

☐ Unknown

Are you entitled to receive a pension or other benefits in relation to the above?

☐ Yes

☐ No

☐ Unknown

4 Compensation

Did you receive **compensation from public funds** for a previous job in the public service?

☐ Yes

☐ No

☐ Unknown

Did you repay the compensation to your former employer?

☐ Yes

☐ No

☐ Unknown

5 Other

Declaration

I am aware that the details I provided in this form may influence my future entitlement to a pension. I confirm that the information provided above is both accurate and complete.

Date, Signature

Explanatory Notes on the Declaration on Vocational Training/Academic Education and Periods of Previous Employment According to Section 77 of the Civil Service Benefits Act of the Land of Baden-Württemberg (Landesbeamtenversorgungsgesetz Baden-Württemberg, LBeamtVGBW):

Please list the periods of your education/training and employment in chronological order without any gaps. If there is not enough space, please continue the list on a separate sheet.

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Please list all periods since you finished school individually with the exact dates (from day/month/year to day/month/year), for example:

- **Vocational training/academic education** including the type of degree obtained (if applicable, also doctorate or habilitation)
- **Military or civilian service**
- **Periods of self-employment or employment** (If you worked in the public service, please indicate the pay group) including information on your pension scheme if you are not insured in the statutory pension insurance scheme (such as occupational pension fund, insurance provider, compulsory insurance, employer's contribution, reimbursement of contributions)
- **Contracts governed by public law** (type of legal relationship, latest position/pay grade, unpaid periods or periods with partial remuneration indicating **legal reason** and pension-related data, payment of retrospective contributions, reimbursement of contributions, former employers' contributions)
- **Other periods** (such as homemaker, unemployment, unemployment with entitlement to unemployment benefits, child-care)

Please attach **documents of proof** (photocopies suffice).

Periods as a civil servant

- Certificate of appointment (first appointment as a civil servant or judge, appointment as a tenured civil servant or judge, and last promotion), decrees of dismissal or transfer
Each document must bear the date on which it became effective or proof of the date on which you received the notification that you passed the state examination.
- All decrees of leaves of absence, periods of parental leave and periods of part-time employment

Periods of employment in the public service

- Employment contracts, certificates on type, scope and period of employment

Military or civilian service

- Certificate of military or civilian service

Periods of vocational training/academic education

- Vocational training contract including proof of the date on which the final examination was passed, craft certificate (*Gesellenbrief*)
- Proof of the date of the completion of your studies (such as first state examination in law, teacher education state examination, Diplom examination)
- Internship certificates (in case of mandatory internships)

Example:

Attachment no.	Proof is attached		Vocational training/ academic education and professional career	From (dd/mm/yy)	to (dd/mm/yy)	Type, employer, place Military or civilian service In case of self-employment: type and place Periods without employment Leave of absence/parental leave/part-time work as a civil servant or judge (please include legal reason)	Type of contract		
	Yes	No					Full-time employment	Unpaid leave of absence/ parental leave	Part-time employment in percentage or actual number of working hours/regular working hours
					23/5/1996	Abitur	☐	☐	
	☐	☒	24/5/1996		31/7/1996	Without employment	☐	☐	
	☐	☒	1/8/1996		31/3/1997	Temporary job, Aldi	☒	☐	
1	☒	☐	1/4/1997		6/11/2001	Studies, Karlsruhe University of Education	☐	☐	
2	☒	☐			6/11/2001	First teacher education state examination for GHS (<i>Gemeinschaftshauptschule</i>)	☐	☐	
	☐	☒	7/11/2001		31/3/2002	Temporary job, Lidl, mini-job	☐	☐	
3	☒	☐	1/4/2002		31/12/2002	Basic military service	☐	☐	
4	☒	☐	1/1/2003		15/7/2004	Practical teacher training phase (<i>Referendariat</i>)	☐	☐	
5	☒	☐			15/7/2004	Second teacher education state examination for GHS (<i>Gemeinschaftshauptschule</i>)	☐	☐	
	☐	☒	16/7/2004		31/8/2004	Without employment	☐	☐	
6	☒	☐	1/9/2004		31/1/2005	Teacher with employee status, Land of Baden-Württemberg, BAT IVa	☐	☐	17/28
7	☒	☐	1/2/2005		31/7/2005	Teacher with employee status, Land of Baden-Württemberg, BAT IVa	☒	☐	
8	☒	☐	1/8/2005		13/9/2009	Teacher with civil servant status, Land of Bavaria, pay grade A12	☒	☐	
9	☒	☐	21/5/2009			Appointment as tenured civil servant	☐	☐	
10	☒	☐	14/9/2009		31/1/2010	Teacher with civil servant status, Land of Bavaria	☐	☐	23/28
11	☒	☐	1/2/2010		9/11/2010	Teacher with civil servant status, Land of Bavaria	☐	☒	
					12/9/2010	Transfer to the Land of Baden-Württemberg			