Personnel Data Sheet for Civil Servants (*Beamte*)

TTM

I. Personal Details

☐ Ms. ☐ Mr.	surname, first name	current photograph
middle name(s)	birth name	
date of birth	place of birth	
district/country		
marital status		
☐ single	☐ married since	☐ divorced since	☐ widowed since
nationality/nationalities	previous nationality/nationalities, if any	
Resident in the Federal Republic of Germany since	Religion (optional)	
residing at (street, number, post code, town/city)	daytime phone number email	

Spouse

surname, first name	date of birth
birth name	

Children

surname, first name	date of birth	comment*

* child, foster child

II. Particular Personal Circumstances

severely disabled (§ 2 of the German Social Code [*SGB*] IX) ☐ yes[1] ☐ no	notice of recognition of disability status/of status equivalent to disability of	disability level (%)
Do you require any aids or assistance due to your disability (please give a brief description)?		
Are you healthy and able to perform all official activities (including, for example, field service, etc.)?	☐ yes ☐ no	

III. School, University Education, Vocational Training

Schools, universities or training institutions attended:

name		from	to
type	place	examination	result[2]
name		from	to
type	place	examination	result[2]
name		from	to
type	place	examination	result[2]
name		from	to
type	place	examination	result[2]
name		from	to
type	place	examination	result[2]

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1) Please include supporting documents.
2) If final examinations were not offered or not completed at the school specified (high school, vocational and commercial colleges, etc.), please specify the number of school years successfully completed at this school.

IV. Previous Professional Experience

as (job title)	from – to (DD/MM/YY)		
with (employer/office[3])	working time ☐ FT ☐ PT[4]	hours/week	pay grade[5]
as (job title)	from – to (DD/MM/YY)		
with (employer/office[3])	working time ☐ FT ☐ PT[4]	hours/week	pay grade[5]
as (job title)	from – to (DD/MM/YY)		
with (employer/office[3])	working time ☐ FT ☐ PT[4]	hours/week	pay grade[5]
as (job title)	from – to (DD/MM/YY)		
with (employer/office[3])	working time ☐ FT ☐ PT[4]	hours/week	pay grade[5]
as (job title)	from – to (DD/MM/YY)		
with (employer/office[3])	working time ☐ FT ☐ PT[4]	hours/week	pay grade[5]
as (job title)	from – to (DD/MM/YY)		
with (employer/office[3])	working time ☐ FT ☐ PT[4]	hours/week	pay grade[5]
as (job title)	from – to (DD/MM/YY)		
with (employer/office[3])	working time ☐ FT ☐ PT[4]	hours/week	pay grade[5]

V. Criminal or Investigation Proceedings

Are there criminal or investigation proceedings pending against you?	☐ yes ☐ no
other information	

3) Please state the name of the office correctly and do not use abbreviations.
4) FT: full-time, PT: part-time
5) For civil service employment, please state pay grade/(Entgelt-/*Besoldungsgruppe*.

VI. Loyalty to the Constitution

I have taken note of the list of extremist organizations and organizations influenced by extremist ideologies provided to me (cf. Questionnaire for the assessment of loyalty to the German constitution). Where the information I have given in the questionnaire or the questionnaire itself has changed, I undertake to inform Human Resources without delay.

This will also apply if in the event that I am transferred, with or without interruption, to another employment or civil service relationship (*Beamte*). You may find the current version of the above-mentioned questionnaire in the service directory (*Dienstleistungskompass*) of the Technical University of Munich under "*Verfassungstreue*".

VI. Information on Data Protection, Data Collection and Data Management

The Data protection information for collecting and processing personal data in relation to recruitment and employment at the Technical University of Munich in accordance with Art. 13 of the General Data Protection Regulation of the European Union (GDPR) is provided in the services directory (*Dienstleistungskompass*) under "Datenschutz–Personalverhältnisse" (https://portal.mytum.de/kompass).

The Human Resources staff responsible for each campus of the Technical University of Munich perform their job duties using the human resources management system SAP/R3 - Modul HR. Any data necessary for human resources management are collected and stored in SAP/R3. Internal university administration units may obtain excerpts of personal data (e.g. for the purpose of compiling employee lists, university statistics, etc.), provided this is necessary for administration staff to fulfil their job duties.

You may request the human resources data stored in the SAP/R3 - Modul HR at any time by sending an email to: personalauskunft@zv.tum.de.

The necessary data for the assessment, allocation and administration of salary payments will be provided to the State Finance Office (*Landesamt für Finanzen (LFD)- Bezügestelle Besoldung*). Information of the *LFD* on data protection in connection with the administration of payments pursuant to the GDPR and on child benefits of the Regional Family Benefits Office (*Landesfamilienkasse*) is provided at http://www.lff.bayern.de/formularcenter/allgemein/.

I confirm that the above information, to the best of my knowledge and belief, is true and correct.

With my signature I confirm that I have been made aware of the information on the collection and processing of personal data pursuant to Art. 13 of the General Data Protection Regulation (GDPR) in connection with my appointment and employment, downloadable under "Datenschutz – Personalverhältnisse" in the services directory (*Dienstleistungskompass*) at https://portal.mytum.de/kompass.

I may be held liable for negligent misrepresentation and incomplete information.

....
Place, date

....
Signature (full first name and surname)