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<b>Personnel form for civil servants</b>				Photo (voluntary)	
<b>1. Personal circumstances <sup>1) 2)</sup></b>					
<b>1.1 Civil servant</b>					
Surname		Birth name (if applicable)			
All forenames ( <i>please underline preferred name</i> )		Academic degrees			
Date of birth	Place and country of birth		Nationality		
Marital status <input type="checkbox"/> unmarried / single <input type="checkbox"/> married since_ <input type="checkbox"/> civil partnership since_ <input type="checkbox"/> divorced since_ <input type="checkbox"/> remarried again since_ <input type="checkbox"/> widowed since _					
Are you a person with severe disability (Schwerbehinderung)? ( <i>If so, please attach evidence</i> ) <sup>3)</sup> <input type="checkbox"/> no <input type="checkbox"/> yes degree of disability:_					
Address (street, number, ZIP code, town or city) – <i>please notify us upon changes</i>					
Telephone / cellphone ( <i>voluntary</i> )					
Email address ( <i>optional</i> )					
<b>1.2 Spouse</b>					
Surname		Birth name (if applicable)	Academic degrees		
All forenames ( <i>please underline preferred name</i> )			Date of birth		
Is your spouse employed in the public sector? <input type="checkbox"/> no <input type="checkbox"/> yes with employer: _____					
<b>1.3 Children for whom child benefit can be claimed</b>					
	Surname, first name	Date of birth		Surname, first name	Date of birth
1.			4.		
2nd			5.		
3.			6.		

<b>2. Disciplinary measures or proceedings, criminal proceedings <sup>1)</sup></b>			
a) Disciplinary measures:	<input type="checkbox"/> no	<input type="checkbox"/> yes	Reason:
b) Pending criminal, disciplinary or investigative proceedings	<input type="checkbox"/> no	<input type="checkbox"/> yes	Reason:

3. Military or civilian service / other service <sup>1), 6)</sup>			
	from	to	remarks
<input type="checkbox"/> Military service <input type="checkbox"/> Civilian service			
<input type="checkbox"/> Development aid volunteer work			
<input type="checkbox"/> Voluntary social year			
<input type="checkbox"/> Voluntary ecological year			
<input type="checkbox"/> Federal volunteer service			
Do you have an integration certificate / registration certificate according to the military pensions act? <input type="checkbox"/> no <input type="checkbox"/> yes			

#### 4. Educational background and training

##### 4.1 Educational background (school and higher education), professional training <sup>1)</sup>

Education and training				Examinations		
type	place	from	to	type	date	result (grade, placing)
				Doctorate		
				Habilitation		

##### 4.2 Other training *(optional)*

a) foreign languages (school knowledge or level):	
b) driving license (class):	

##### 5. Employment other than in the civil service <sup>1)</sup>

from	to	with	as	scope

**6. Employment in the civil service <sup>1)</sup>**

**6.1 Details of employment with civil servant (Beamte) status**

**Positions with revocable Beamte status**

from	to	employer	official title	scope	sworn in on

**Positions with status Beamte on probation**

from	to	employer	official title	scope	sworn in on

**Position with status Beamte for life**

from	to	employer	official title	scope	sworn in on

**Positions with temporary Beamte status**

from	to	employer	official title	scope	sworn in on

**Promotions**

to	official title	date of promotion	employer
A			
A			
A			
A			

**6.2 Employment under private law**

from	to	with	as	scope	pay grade

6.3 Leave of absence / parental leave			
from	to	reason	continued payment / remuneration?

7. Honorary public functions <sup>4)</sup> / Distinctions		
from / on	to	title

8. Secondary appointments <sup>5)</sup>		
from	to	as

\_\_\_\_\_

Place, date

\_\_\_\_\_

Signature

9. Ending of career		
retired since	stood down on	in accordance with article
deceased on	dismissed on	in accordance with article

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- <sup>1)</sup> **Art. 4 LlbG** (examination of the conditions of employment), **Art. 23 BayBG** (examination of the age limitation), **Art. 2 BayBG** (preliminary examination for the determination of salary)
- <sup>2)</sup> **§ 45 BeamtStG** (welfare benefits)
- <sup>3)</sup> **Art. 21 LlbG** (employment of severely disabled persons),
- <sup>4)</sup> **Art. 81 Para. 2 Clause 2 BayBG** (notification of honorary positions)
- <sup>5)</sup> **Art. 81, Para. 1 BayBG** (notification of secondary appointments)
- <sup>6)</sup> **§§ 9, 11a-13 ArbPISchG** (protection of employment, accreditation of period of alternative civilian service); **§§ 7, 8a SVG** (accreditation of period of conscription or as aid worker); **§ 17 EhfG** (accreditation of time as a development aid worker)

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