

To Administrative Department III

in house

<b>1</b>	<b>Application for the authorization of secondary employment</b> <i>This application must be submitted to Admin. Dept. III through the direct superior and, if applicable, the faculty (only for university professors).</i> <b><i>Please make sure that all fields are filled in with all the information necessary.</i></b>		
1.1	Job title / capacity, first and family name	Tel. no.	
1.2	<input type="checkbox"/> Public servant <input type="checkbox"/> salaried employee <input type="checkbox"/> employee <input type="checkbox"/>		
1.3	Institute/department	Extent of employment at Regensburg University <input type="checkbox"/> full-time <input type="checkbox"/> half-day <input type="checkbox"/> other arrangement	
1.4	I request authorization to pursue secondary employment <input type="checkbox"/> in public service <sup>x)</sup> <input type="checkbox"/> outside working hours <input type="checkbox"/> outside public service <input type="checkbox"/> within working hours  <small><sup>x)</sup>this means any employment in the service of the Free State of Bavaria, a country, a commune, a municipal association or other bodys, institutions or foundations under public law, however not officially recognised religious denominations or their associations (please also note No. 3 of this application.)</small>		
1.5	Information on secondary employment (where necessary, include a detailed description on an extra sheet)	Start and end of secondary employment from _____ until _____ <b>(For public servants the pursuit of secondary employment can initially only be authorized for three years at most.)</b>	
1.6	! average time requirement per week in hours (incl. preparation and follow-up) !	<b>Important! Please give exact details here!</b>	! average monthly payment in Euros !
1.7	Will equipment, personnel and/or material belonging to the university be used? <input type="checkbox"/> no <input type="checkbox"/> yes (if so, what/which?)		
1.8	Client, for whom the secondary employment is to be pursued (name and address; if applicable, area of business)		
1.9	Are there any business connections between the client and the university? <input type="checkbox"/> no <input type="checkbox"/> yes (what are they?)		
1.10	Is there any connection between the secondary employment and a specific study which is being carried out at the university at the moment or which has already been concluded? <input type="checkbox"/> no <input type="checkbox"/> yes (which?)		
1.11	At the moment I am pursuing the following - already authorized - secondary employment: <input type="checkbox"/> no <input type="checkbox"/> yes (which?)		
<b>2</b>	In as far as the secondary employment applied for here is generally considered authorized according to the relevant legal regulations, this application will be considered a notification of such employment.		
<b>3</b>	<b>You are cautioned about a <u>possible obligation to surrender</u> the remuneration received/a part of the remuneration received from one or more secondary employments according to section 3 and/or section 4 of the Bayerischen Hochschullehrer Nebentätigkeitsverordnung (BayHSchLNV) (Law governing secondary employment of university teachers).</b>		
<b>4</b>	Place, Date  _____	I declare officially herewith the correctness of the information I have entered; I have taken note of No. 3 in this application:  (Signature of the applicant)	

**Statement of the direct superior and, where applicable, the faculty:**

**– necessary for all applications! –**

1. Official interests (also on consideration of the business relationships between the client and the university, mentioned in 1.9)
  - will not be damaged
  - will be damaged (Please give reasons on an extra page!)
2.  The secondary employment is in the interest of the service/university/public sector (Art. 81 Abs. 4 BayBG)

Regensburg, \_\_\_\_\_

\_\_\_\_\_  
(Signature of the direct superior or the deacon)