

Notification

of secondary employment pursuant to § 3, Para. 4 of the Collective Agreement for the Public Sector of the German Federal States (TV-L), in conjunction with § 40, No. 2 (2) of the TV-L

First name, surname	Tel.	E-mail
Faculty / Department / Other institution	<input type="checkbox"/> Academic staff	
	<input type="checkbox"/> Non-academic staff	

I intend to undertake the following secondary employment:

1. Type of secondary employment
2. Employer/client, office etc. and address
3. Is the employer/client in the public sector? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Expected total duration of the secondary employment From _____ to _____
5. Number of hours per week of secondary employment (including preparation)
6. Will the duties of the secondary employment be undertaken during your working hours? <input type="checkbox"/> Yes <input type="checkbox"/> No

7. Is the use of facilities, personnel or equipment anticipated? If yes, a separate informal application is required. <input type="checkbox"/> Yes <input type="checkbox"/> No
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By signing this form, I confirm and will ensure that there is a clear distinction between the duties undertaken in the course of my secondary employment and those of my job at Paderborn University.

Paderborn,
Place, date

Signature of applicant

Declaration of the applicant's superior:

The fulfilment of the duties specified in the employment contract and/or the legitimate interests of Paderborn University will - not - be negatively affected by the intended secondary employment.

Paderborn,
Place, date

Signature of superior

Declaration of the Dean:

The fulfilment of the duties specified in the employment contract and/or the legitimate interests of Paderborn University will - not - be negatively affected by the intended secondary employment.

Paderborn,
Place, date

Signature of Dean

READ ONLY VERSION