

PERSONAL QUESTIONNAIRE

This is only a sample form for your perusal. Not for official use! Do not fill in this form! The original German Document you find here:

http://www.uni-bielefeld.de/Universitaet/Ueberblick/Organisation/Verwaltung/Dez_I/II/DezIII_Dokumente/Beamte/Personalbogen.docx

For employees at Bielefeld University

I. Personal information

Family name *):

(and academic degrees)

First Names:

Address (Postal Code / Community / Street / House Number) :

Date of birth:

Place of birth:

Photo taken in the year :

Family status:

Nationality:

Name of spouse / resp. legal guardian:

First names and dates of birth of children:**

1. 4.

2. 5.

3. 6.

II. School and Higher Education

School / College / University	from – to (year)	number of terms/ semesters/ in each discipline/ department	forms/ degree (exam) (e.g.graduation)
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*) name of birth

***) family names of adopted, step-, or foster children must be given as well.

III. Training and examinations after graduation from school and from higher education / further qualifications

type of training	from – to*)	designation	exam date	results

IV. Employment outside civil service

employer	from – to*)	type of employment	duties

V. Employment within civil service

employer	from – to*)	duty	salary level**)

VI. Military service / civilian service / development service*)**

department/ facility	from – to*)	duty	salary level**)

*) please give precise dates
 **) please give dates of salary raises
 ***) Please give also periods of professional and non-professional labour service, military service, war service and times as prisoner of war.

VII. Career in civil service

1. beginning as

for a career as

day of loyalty oath:

2. training

type of training*)

from – to*)

remarks

3. career / promotional examinations

type of examination

date

results

4. Appointments

civil servant, appointment revocable: from as

civil servant, appointment on trial: from as

civil servant, appointed for life/ from as

civil servant, appointed for time

Date of appointment from as

Promoted on as salary level.

on as salary level.

on as salary level.

on as salary level.

5. Employing department

Department/Facility

From - to*)

title

duty

*) e.g. administration apprentice, administration trainee, candidate for civil service

**) please give also times of temporary leave without payment, and times spent in countries with climate detrimental to health.

VIII. Special knowledge and skills

Shorthand	<input type="checkbox"/> no	<input type="checkbox"/> yes	system:
			number of syllables:
Typing:	no	yes	speed:
Foreign languages (school level, oral and written fluency):			
Driving licence:	category:	date of issue:	
	category:	date of issue:	
Further special skills:			

IX. Other Data

1. Severely impaired person (in the sense of §§ 1, 2 of the German *Schwerbehindertengesetz*)

Certification decreed on:

Extent of impairment percent

Type of impairment:

2. Other handicaps:

Type of handicap

3. Membership in other groups:

(e.g. of the persecuted for racial, religious, or political grounds; of displaced persons)

Identification issued on::

by:

4. Other remarks