

Documents required for the hiring process

To facilitate the hiring process for international staff, we provide the following documents in English and recommend that you use them as fill-in help for the German forms. However, you must fill in and sign the German forms, as the English translations are not accepted by the “Landesamt für Besoldung und Versorgung (LBV)”, the office that processes all payments for Uni Siegen.

If you do not understand the questions and explanations in either the German or the English forms, feel free to ask your recruiter in the HR department. Further information in English on the German social insurance system can be found on the websites of Euraxess (http://www.euraxess.de/portal/Incoming_en.html) or Make it in Germany (<http://www.make-it-in-germany.com/en/living/guide-to-living-in-germany/>).

List of documents:

Persönliche Angaben zur Neueinstellung/Wiedereinstellung	Personal Details for new appointment/reappointment
Statuserklärung zur Prüfung der Sozialversicherung und Zusatzversorgung	Status Declaration for Examination of Social Insurance and Supplementary Pension
Antrag auf Befreiung von der Pflichtversicherung in der Zusatzversicherung des öffentlichen Dienstes	Application for Exemption from Compulsory Insurance under the Civil Service Supplementary Pension Scheme
Hinweise und Erläuterungen zur Befreiung von der Pflichtversicherung in der Zusatzversorgung des öffentlichen Dienstes	Notes and Explanations on Exemption from Compulsory Insurance under the Civil Service Supplementary Pension Scheme
Statuserklärung zur Prüfung der Sozialversicherung für studentische Hilfskräfte	Status Declaration for Examination of Social Insurance for Student Assistants
Statuserklärung für Beschäftigungen im Niedriglohnbereich	Status Declaration for Employment in the Low-Pay Sector
Erklärung für die Übernahme der Pauschsteuer bei geringfügig entlohnter Beschäftigung	Declaration of Intent Concerning the Payment of the Flat-Rate Tax in Case of Marginal Employment