

Section

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Last name, first name

ACKNOWLEDGEMENT OF RECEIPT

Part I

Please return this acknowledgement of receipt with all the forms listed in Part 1 signed in single copy or duplicate **to the staff department**; a spare copy of these forms for your files is available in Part II.

- P 3: Declaration of consent as to the electronic transfer of your private address data to the LBV and for the entry in the electronic telephone and e-mail directory
- P 19: Instructions and declaration on the obligation to be loyal to the constitution
- only if you want a UNICARD:**
P 11: Application for issue of a UNICARD for employees
- only if you want to perform an additional occupation:**
P 496: Application for approval or notification of an additional occupation (to be forwarded through your superior)
- only for academic employees:**
LBV 42101z: Declaration on supplementary old age provision (if not yet completed)
LBV 46201: **Application for release from the compulsory insurance in the supplementary old age provision of public service** (§ 2 par. 2 collective agreement pension scheme (Tarifvertrag Altersversorgung -ATV -)) with the note that the release option is subject to a **cut-off period of 2 months** after the beginning of the employer/employee relationship.
For more detailed information, see www.vbl.de (Service/Informationen/VBL spezial/Wissenschaftler/Befristete wissenschaftliche Tätigkeiten an Hochschulen ...). There are differences as to the right to benefits of the long-term care insurance (VBLklassik) and the optional insurance (VBLextra), which may result in differences when later drawing a pension. We recommend to gather information with the VBL before taking a decision.

Part II

All the leaflets and forms listed here are **for your files** and information.

- LBV 103: Check list "New employees"
- LBV 42607: Leaflet for employees and apprentices
- P 3: Declaration of consent as to the electronic transfer of your private address data to the LBV and for the entry in the electronic telephone and e-mail directory
- P 19: Instructions and declaration on the obligation to be loyal to the constitution
- P 818: Instructions for behavior in case of disability caused by a third party
- P 11a: Leaflet on the UNICARD for employees of the Albert Ludwig University
- P 495: Leaflet on additional occupation
- P 80a: Information about Authorization and accounting of business trips
- P 407: Extract of the TV-L and the special regulations for university employees
- P 913: Leaflet on "Sexual harassment at work" and on the [General Act on Equal Treatment \(AGG\)](#)
- P 919: Information on the acceptance of benefits as well as the prevention and the controlling of corruption
- P 943: Leaflet for employees "Occupational health and safety"
- Fire safety regulations of the University of Freiburg
- only for academic employees:**
LBV 46201: Application for release from the compulsory insurance in the supplementary old age provision of public service (§ 2 par. 2 collective agreement pension scheme (Tarifvertrag Altersversorgung -ATV -)) with notes and explanations
[Regulations of the University of Freiburg on Safeguarding Academic Integrity](#)
- only for administrative employees of the university administration:**
Guidelines on the use of information technology
- only for employees in the building Fahnenbergplatz:**
P 9: House directive no. 2/1998

Important information for new employees are available in the internet under www.zuv.uni-freiburg.de/service/neu

At the same time, I take note of the following:

I will immediately notify the [Landesamt für Besoldung und Versorgung Baden-Württemberg](#) (LBV Salaries and pensions office Baden-Württemberg) personnel administration office of all changes in my personal circumstances (bank account details/address/beginning of studies/changes of marital status, and the like) by means of the form LBV 527; a copy of which I will send to the staff department.

Capital-forming payments

For further information concerning capital-forming payments, please refer to A-Z service listing, which you will find on the website of the University of Freiburg (www.zuv.uni-freiburg.de/service/vermoegenswirksame-leistungen)

For foreign employees only:

I have taken note of the fact that an English version of this form and other forms mentioned here is available for download on the website (zuv.uni-freiburg.de/formulare) **as a translation aid**. English versions are marked with an "(e)" behind the form number. For filling and signing always use the german version of a form.

Date

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Signature of the employee