

# Personnel Record Card

present-day photo

1. Family name (if applicable, also name at birth), degree:

.....

First names (underline the ordinarily used name)<sup>1)</sup>:

.....

for minors, also specify the name, first name, and address of the legal guardian/s

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2. Date of birth, place of birth (district, country):

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3. Address:

.....

Post code / place of residence

.....

Street, house no.

4. Nationality:

.....

5.  Severely disabled: ..... \*

Being granted an equal status: ..... \*

Otherwise reduced earning capacity: ..... \*

\* Degree of reduction of the earning capacity

6. Family status:  single  married  widowed  divorced  registered partnership

If you are married or live in a registered partnership:

Marriage or registration of the partnership on: .....

First name and family name (name at birth), nationality of the spouse or the registered partner:

.....

Address of the spouse (specify only if differing from no. 3):

.....

For widows/widowers: spouse died on

For divorcees: marriage has been legally dissolved since

.....

.....

1) If applicable, also specify former family and first names

**7. Children:**

Family name, first names (underline the ordinarily used name)	Date of birth	R e m a r k s own child, adopted, step or foster child; For ages from 18 to 25: Specify school or professional education
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**8. School education, professional education, course of study:**

from / to	Type of school, training centre, subject of study
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

**9. Final exams (also doctorate etc.) at the places of education specified under no. 8:**

Date	Type	Result
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Job-related career or other exams (particularly in public service):**

Date	Type	Result
.....	.....	.....
.....	.....	.....

**10. Military service, alternative civilian service, federal volunteer service, international volunteer service for youth, voluntary year of social or ecological service**

from	to	Type of service
.....	.....	.....



12. **Particular knowledge and talents:** (language skills, EDP, professional courses etc.)

from / to

.....

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.....

.....

13. **Penalties, criminal proceedings, disciplinary measures:**

**Criminal proceedings** (as far as they are still included in the register of previous convictions, even if they are subject to limited disclosure):

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**Disciplinary measures** (as far as they have not been deleted acc. to legal provisions or may not be taken into account for personnel measures):

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**Pending criminal proceedings or disciplinary measures:**

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14. **Remarks**  
(e.g. additional occupation and possible remunerations, pensioners, annuitants, legal status according to G 131, pass for displaced persons and refugees):

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**Note:**  
The University of Freiburg records personal data of all employees in data sets/files. This note serves to inform you about the provisions of the BDSG (Federal Data Protection Act) in connection with the LDSG (Data Protection Act of the Land).

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Place, Date

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Signature