

Freiburg, _____

Name, first name, official title _____

Place of employment _____

Phone number _____

Rektorat
- Personaldezernat -
Subject:or
Mr./Ms.
Fahnenbergplatz
79085 Freiburg

Please include supporting documents (e.g. contract etc.) with your application. (§ 62 Abs. 4 LBG)

Please use a separate form for every secondary employment.

Secondary employment

here: **Application for approval or notification of a secondary employment**

Application for the use of facilities, personnel and material within the frame of a secondary employment

I. Details about the secondary employment

I intend to carry out the following secondary employment which I hereby notify or apply for approval as the case may be.

1. Type of secondary employment (e.g. advisory activity, lectureship, expertises^{*)} on ...)

2. Time frame: per week per month one-time ____ (hours) plus ____ (hours)
travel and preparation time
(e.g. 2 hours per week per semester plus 2 hours travel and preparation time per week, 2 - 3 hours per week)

3. Period of the secondary employment (date)

from _____ to _____

4. The secondary employment is to be carried out

outside during
the regular working hours

(acc. to § 4 Abs. 2 LNTVO only possible in exceptional cases, if the secondary employment is for the public benefit or the missed working hours will be made up for)

5. Employer (with address): _____

Is this a public service employer or a similar service?

yes no

6. Gross pay

monthly _____ yearly _____ one-time _____
(if the accurate amount is not known yet, approximate amount)

7. The official obligations will

not be impaired
 be impaired (please specify)

8. Are there financial or staff interdependencies between the University and the client?

yes no

9. Is the client a cooperation partner of the University of Freiburg?

yes no

10. Is the secondary employment associated with a spin-off/the foundation of an enterprise or a financial interest?

yes no

*) In case of an occupation as expert, professors also have to specify if they are acting as self-employed expert in terms of § 63 Abs. 1 Nr. 4 LBG. A self-employed occupation as expert implies that the professor has been explicitly charged with the expertise and concerns his field of activity. The expertise must comply with the scientific or artistic standards of the field of activity and mainly be prepared by the professor himself. The professor must assume responsibility for the entire expertise by signing with his name.

II. **Application for the approval of use of facilities, personnel and material of the Land**

(facilities, personnel and material of the employer must be used for secondary employments only in case of public benefit or scientific interest after approval and against payment of an adequate fee)

- for the occupation specified above.
- for a secondary employment not requiring approval, specified below.

Type: _____

Extent: _____

Duration: _____

1. Personnel:

Name, first name _____

Type of activity (e.g. desk work) _____

Extent _____

2. Facilities:

Type _____

Extent _____

3. Material:

Type (e.g. chemicals) _____

Extent _____

What are the reasons for the public benefit or scientific interest in the execution of the secondary employment?

III. Do you have other secondary employments:

- already notified or approved

no

yes

- not yet notified or approved

no

yes (separate application has been/will be submitted)

In accordance with my duty, I certify that the information I have provided is correct;

I will immediately notify any change or termination of the secondary employment.

Freiburg, _____

Signature

IV. **Statement:**

The secondary employment does - not - impair the official duties, the impartiality and objectiveness of the civil servant and will - not - run counter the official concern or public benefit - for the following reasons.

Freiburg, _____

Signature of the managing director
(for institute/seminar directors the dean)