

This is only a translation for your perusal. The original German List of Documents you find here:

<http://www.uni->

[bielefeld.de/Universitaet/Ueberblick/Organisation/Verwaltung/Dez_III/DezIII_Dokumente/Tarifbeschaeftigte_und_Auszubildende/Unterlagen_bei_Neueinstellung3.doc](http://www.uni-bielefeld.de/Universitaet/Ueberblick/Organisation/Verwaltung/Dez_III/DezIII_Dokumente/Tarifbeschaeftigte_und_Auszubildende/Unterlagen_bei_Neueinstellung3.doc)

List of Documents to be submitted with employment application

(As a general rule certified copies/photocopies in the German language and translated documents respectively are to be submitted, no originals except for the Certificate of good conduct and medical attestations)

1. Personal questionnaire with attached passport photo*
2. Curriculum Vitae (with signature)
3. Certificate of good conduct (to be applied for at the *Bürgerberatung* at Bielefeld Town Hall), document type 0 (**not older than three months**)
4. Certificate of the occupational medical service (only if employment contract is open-ended)
5. Certificate of a general practitioner on the first examination following JArbSchG (only for underage trainees/apprentices)
6. Certificate of birth (for children as well) **two copies each**
7. Certificate of marriage and official document on legal name **two copies each**
8. Certificates of graduation from secondary education (e.g. high school, grammar school, college access, University access, etc.)
9. Certificates of graduation from higher education (e.g. diploma, bachelor's degree, master's degree, state examination, etc.)
10. Certificates of employment by former employers, or continuous documentation of all former employments and activities
11. Social security card (copy)
12. Filled out prints of LBV(A) 02.2014 and 02.SV.2013(08) **two copies each***
13. Certificate of health insurance (§ 175 SGB V)
14. Permit of Residence (for citizens of non-EU states)
15. Supplementary employment information*
16. Annulment contract of employment as a (student) assistant (if necessary)
17. Instructions regarding admission to public service and personal declaration*
18. Record of the obligations of persons without the status of civil servant*

Documents marked with a * are available on the Homepage of Bielefeld University under

http://www.uni-bielefeld.de/Universitaet/Ueberblick/Organisation/Verwaltung/Dez_III/DezIII_Dokumente/

19. Declaration concerning side jobs (if necessary)*
20. Application for child allowance (if necessary)*
21. Application for capital-forming benefits (if necessary)