

FORM FOR RECORDING PROFESSIONAL EXPERIENCE OF  
ADMINISTRATIVE AND TECHNICAL EMPLOYEES

This English version of the document is to be used as a reading version only.  
It is neither a self-contained nor a legally binding document.

## 1. PERSONAL INFORMATION

First name Last name: \_

Position/function: \_

Department/institute/area/division: \_

Wage group: \_

## 2. GENERAL INFORMATION

This form is used to determine prior professional experience for technical and administrative employees of Goethe University.

Within the wage group assigned to your position, there are different levels to which you may be assigned depending on your relevant professional experience (Sec. 16 para. 2 TV-G-U). **Your level classification will affect the amount of your wages.**

The first step is for you to provide us with information on your previous work experience. Your supervisor will then decide which of your previous employment relationships were significant for your hiring at Goethe University, and therefore represent **relevant professional experience** in the sense of the Collective Bargaining Agreement. After reviewing your information, the Personnel Services department will establish your level within the wage group in coordination with the staff council.

Therefore, we request that you carefully complete this form with current information and verify the times indicated with documentation (such as employment agreements, references, work certificates, etc.).

### Definition:

**Relevant professional experience** is professional experience in the work assigned to you, or in relevant assigned employment. Experience is considered relevant if you are essentially continuing your prior work without change.

However, equivalent work may also be sufficient if it corresponds to the significance of the grouping. The knowledge and expertise required for the previous employment and whether the skills and experience gained there are necessary for the new work are decisive in determining the correct level.

In general, professional experience only includes time in an employment relationship (under general labour law). Freelance employment cannot be taken into consideration. In addition, training or trainee relationships, internships, work or volunteer agreements and lectureships cannot be considered.

Domestic and international professional experience are not differentiated, and professional experience abroad can be included in the determination.

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3. DETAILED PROFESSIONAL EXPERIENCE

Serial no.:	of: (date)	to: (date)	Employer	Work (employment or civil service, with wage/pay grade and level if applicable)
<i>Example: 1</i>	<i>1/1/2015</i>	<i>12/31/2015</i>	<i>Goethe University Frankfurt</i>	<i>Administrative employee, E 8 TV-G-U, level 2</i>
1				
2				
3				
4				
5				
6				
7				
8				

The Personnel services department is available to answer any questions.

**Applicant declaration:**

I hereby assure that the information above is complete and correct.

I am aware that incorrect and/or incomplete information may result in a challenge to my employment and the demand for returned wages.

Frankfurt, dated

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Applicant signature

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#### 4. SUPERVISOR INFORMATION

Please carefully assess the “relevant professional experience” and consider that your decision will affect the employee's compensation. Administrators in the HR department will be happy to provide further information.

- I hereby confirm that the following numbers (see page 2) represent relevant professional experience in the sense of the Collective Bargaining Agreement (for definition see page 1).

Serial no.:	Relevant professional experience	Brief explanation of why professional experience is relevant, e.g. important for the new position	No relevant professional experience
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

- No relevant professional experience could be confirmed.

**Note for supervisors:**

The Personnel Services department reserves the right, independent of the decision made, to review relevant professional experience itself and to evaluate it differently if applicable.

Frankfurt, dated

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Supervisor signature