

## EMPLOYMENT INFORMATION FORM

### New international employees – faculty staff

Incomplete or missing information may result in late or incorrect salary payment.  
See the guidelines for an explanation of the individual items.

**For use in connection with my employment:**

as:	from:	to:
at the following department:		

**1. Personal information:**

Name:	Date of birth:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Current address:	Postal code and town/city:	
Private email:	Citizenship:	
Country of birth:	Current marital status:	
Is your spouse / partner accompanying you to Denmark	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Spouse / partner name:	Private email – spouse/partner:	

**2. Salary level/Previous employment**

Education (documentation must be enclosed):								Please tick if enclosed with application	
Previous employment Position, employer	Hours per week	From			To			Public employment (tick)	For AU HR use only
		dd	mm	yr	dd	mm	yr		
Do you have a position elsewhere at AU: If yes, indicate number of hours and position job title:								Tick →	Yes No
Salary seniority date:									
Anniversary date:									

**3. Accompanying children**

Child's date of birth	child 1:	child 2:	child 3:	child 4:
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I hereby declare that the above information is correct:

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of staff member

## GUIDE TO COMPLETING THE INFORMATION FORM

### Salary level/Previous employment

In the field marked education, fill in type of education, e.g. office/administrative, Master's degree etc., as well as the date of completion.

Enclose a copy of your diploma(s) to document your educational qualifications. If you have included documentation of your educational qualifications in your application, you do not need to send another copy of the documentation to us. If you were previously employed by Aarhus University and have already provided copies of your diploma(s), you do also not need to send this documentation again.

Information regarding your previous employment – depending on your education – has an influence on your salary level. If you work at least 15 hours per week on average, you will earn full salary seniority. If you work less than 15 hours per week on average, you will earn half salary seniority. To place you at the correct salary level, it is important that you specify the length of previous periods of employment and weekly working hours accurately. If you are reappointed by the university, you must still specify all previous periods of employment and weekly working hours.

### Pension

The information in the column “public employment” is used by the personnel office to calculate your superannuation seniority.

Your employment contract indicates which pension scheme you are covered by.

### Anniversary seniority

Periods of employment as a state employee are included when calculating your anniversary seniority. To make sure that previous periods are included, you must list them under previous employment.

### Payment of salary

Your salary will be paid into your NemKonto. **Your payslip** will be available at [www.e-boks.dk](http://www.e-boks.dk)  
The university obtains your tax card electronically from SKAT, the Danish tax authority.

### Childcare days

Birth parents, adoptive parents and persons holding parental custody are entitled to take childcare days. However, it is a precondition for doing so that the child resides with the parent – i.e. either living at the same address as the parent or visiting the parent on a regular basis.

As a general rule, you are entitled to 2 childcare days per child per year until the calendar year in which the child turns 7 (i.e. a maximum of 16 days during the first 8 years of the child's life). The right to 2 childcare days per calendar year applies irrespective of which time of the year the staff member is employed. The days must be taken before the end of the calendar year.

You can read more about childcare days on the Aarhus University website.

<http://medarbejdere.au.dk/en/administration/hr/parentalleave/child-care-days/>