

## EMPLOYMENT INFORMATION FORM

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/section:		

**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:		

**2. Education information:**

<i>Education documentation must be enclosed.</i> Please tick if they are enclosed with the application <input type="checkbox"/>	
Education degree:	Bachelor <input type="checkbox"/> Master <input type="checkbox"/>
Awarded degree in (name):	
Awarded degree (date):	

**3. Salary level/Previous employment**

Previous employment	Hours per week	From			To			Public employment (yes or no)	For AU HR use only
		dd	mm	yr	dd	mm	yr		
Position, employer									
Did one of your recent positions include a pension scheme	Tick →							Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a position elsewhere at AU: If yes, please indicate: Number of hours per week - Position job title	Tick →							Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Students:</b> Have you been enrolled for 2 years and passed examinations: (Documentation must be enclosed):	Tick →							Yes <input type="checkbox"/> No <input type="checkbox"/>	

**4. Childcare days**

Child's date of birth	child 1:	child 2:	child 3:	child 4:
Direct transfer from other state employment			Childcare days not taken New scheme:	
Yes <input type="checkbox"/> No <input type="checkbox"/>			Days:	
			Childcare days not taken Prior scheme:	
			Days:	

I hereby declare that the above information is correct:

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of staff member

**For international employee ONLY:**

**Pension in connection with employment as academic staff member**

Your position as an academic staff member involves a pension contribution.

As an international employee you have the following options:

Here you can read more about the pension scheme options: <http://ias.au.dk/pension/>

1. **Ordinary pension scheme** - You can have the pension contribution transferred to the pensionfund without paying tax. Tax will be deducted when you request for your pension savings to be paidout.
2. **International pension scheme** – You can have the pension contribution transferred to the pension fund after deduction of your present income tax rate of the amount. This option can be used by certain academic persons represented by collective agreements related to some pension funds. .

As an international researcher in a fixed-term position for a maximum of five years you also have the following option:

3. You can opt to have the **pension contribution paid out as salary** (max. 5 years) after deduction of the Danish State group life insurance premium.

Please be aware that this option does not include the same insurances as the Ordinary pension scheme and the International pension scheme.

I want to be covered by (please check appropriate box)

1. Payment to Ordinary pension scheme
2. Payment to International pension scheme

Place of birth (town and country): \_\_\_\_\_

3. Payment as salary. I hereby also confirm that I meet the following conditions:
- I am not a Danish citizen
- I was registered with a foreign address at the time of application

Please state any previous periods of employment (from date to date) with pension paid out as salary


Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date of birth/civil reg.(CPR) no.: \_\_\_\_\_

Signature of employee: \_\_\_\_\_

## For international employee ONLY

### Concurrent holiday:

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International employees are covered by the Danish Holiday Act, according to which employees accrue (earn) the right to holiday in the calendar year (1 January–31 December) to be taken in the subsequent holiday year (1 May–30 April).

Information about the **general holiday** rules can be found at: <https://medarbejdere.au.dk/en/administration/hr/holiday/accrual-of-holiday-and-special-holidays/>

International academic employees appointed after 1 May 2014 have the option of choosing the concurrent holiday accrual scheme for a period of five years instead of the normal holiday accrual scheme. As the name indicates, concurrent holiday is taken concurrently with accrual (while the right to holiday is being accrued).

You will find information about rules regarding **concurrent holiday** in this link: <http://medarbejdere.au.dk/en/administration/hr/holiday/concurrent-holiday/>

#### Agreement on concurrent holiday

- No – I do not wish to enter into an agreement on concurrent holiday.
- Yes - I hereby confirm that I wish to enter into an agreement on concurrent holiday for the first five years of my employment at Aarhus University.

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Name of employee

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Date of birth/civil reg. no. (cpr.no.)

- I am aware that if I do **not** wish to enter into a concurrent holiday agreement at this time, I will not be eligible for an agreement on concurrent holiday during my current term of employment at Aarhus University.
- I am aware that if I wish to enter into a concurrent holiday agreement at this time, I will **not** be eligible to be covered by the general holiday rules in the Danish Holiday Act during my current term of employment, unless I am automatically transferred to the standard holiday rules in the Danish Holiday Act after the maximum period of five years of concurrent holiday allowed under the rules on concurrent holiday.
- I am aware that if I do **not** make a choice on whether or not I wish to enter into a concurrent holiday agreement, I will automatically be covered by the general holiday rules in the Danish Holiday Act and the state agreement on holiday.

Please state any previous periods of employment covered by the rules on concurrent holiday:

Periods (from date to date):	State position held:

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Date & Signature (employee)

Please return the completed form to the local AU Administration office from which you received the form.

The form must be returned to the sender

## 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.

For students:

You must document that you have been admitted to and are actively enrolled in an institution of higher education. Students who have studied at an institution of higher education for two years and passed the tests and examinations required within this time will be credited with one year of salary seniority.

### 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 must provide details of the date of birth of each of your children who have not reached the age of 8 at the time of commencement of employment.

If you are transferring directly from another position with the state to a position with the university, the old scheme regarding childcare days still applies for children born between 1 April 1995 and 30 September 2005. However, the new scheme applies for children born after this date. According to the old scheme, you have a total of 10 childcare days per child.

If you have taken 2 childcare days within a calendar year while employed by the Danish state and are employed by Aarhus University later the same year, you are not entitled to any further childcare days in the same 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/>