

Information regarding your employment at Aarhus University

In order to get the paperwork regarding your employment started, we need further information to establish your salary level, seniority and childcare days. We ask you to send this information even though it may have been sent earlier in connection with another employment at Aarhus University.

This document contains 3 forms to fill out:

- Education, former employment, and children
- Pension scheme
- Bank information

REQUIRED INFORMATION

Current address:

Citizenship:

Current marital status:

We need the above information in case of application for a residence and work permit.

Latest education	Bachelor <input type="checkbox"/>	Master <input type="checkbox"/>
Name of degree		
Degree date		

Previous employment

Information about previous employment of relevance to your education is important for your salary level. Therefore, a precise specification of employment periods together with weekly working hours is a prerequisite for a correct salary level. You earn full salary seniority if you have worked at least 15 hours per week on average and half salary seniority if you have worked less than 15 hours per week on average.

Do you expect to have subsidiary occupation during your employment at Aarhus University? If so, please answer:

Where will you work? _____

For how many hour a week? _____

Position and location (company)	Hours per week	From date			To date		
		dd	mm	yy	dd	mm	yy

Other employment at Aarhus University?

As an employee at Aarhus University you can have a maximum of average working hours per week on 37 (full-time employment). Therefore, if you have other employment at Aarhus University, you may have to resign the other position.

Determination of remuneration and salary negotiations på Aarhus University

As an employee at Aarhus University your terms of employment and salary are defined in the collective agreements in the Danish State Sector. Your salary consists of a basic salary and a PhD-supplement. It is your eligible trade union representative at the university who negotiates your salary on your behalf. Therefore, it is important that your negotiating union representative is well informed for the negotiations.

Information on children under the age of 8

The below information is used for calculating child care days. Further information, please see: [Child care days](#).

	Date of birth
Child 1	
Child 2	
Child 3	
Child 4	

If you have any questions, please do not hesitate to contact The Graduate School of Health, graduateschoolhealth@au.dk

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 3 options:

1. **Ordinary pension scheme** - You can have the pension contribution transferred to the pension fund without paying tax. Tax will be deducted when you request for your pension savings to be paid out.
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.

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

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.: _____

Transfer to a foreign bank account

It can take a while to get a Danish bank account. In case you do not have a Danish bank account when your first monthly salary is ready for payment, please fill out the form below, so that the salary can be transferred to a bank account in your home country.

Personal information

Name	
Home address	
Country	
Date of birth (day-month-year)	
TIN (Tax Identification Number)	
E-mail address	

Male Female

Banking information

Account holder name	
Account holder address	
Account number	

SWIFT/BIC (8 or 11 characters)	
IBAN no.	
ABA/Routing no./Fed Wire (9 characters)	Only transfers to the USA or Canada
Sort code /BSB code (6 characters)	Only transfers to New Zealand, Australia or South Africa
IFSC No.	Only transfers to India
CC Bank registration code for transfers to Canada	

Name of bank	
Address	
Country	

Currency of bank account	
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