

✓

Please fill in the information by clicking 'Reply' to this e-mail, writing the information below, and then clicking on 'Send'.

If you haven't already submitted your **Master's** and your **Ph.D. certificate** together with your application, please send them attached to your reply e-mail.

Guide to the information form

In case you will have another address during your employment at Aarhus University, please state it here:

Previous employment (of relevance to your Bachelor's/Master's degree):

[illegible]

In case you expect to have a sideline employment during your employment at Aarhus University, please state:

Number of hours: _____

Company and address: _____

Information on children (under the age of 8):

Child	Date of birth
Child 1	
Child 2	
Child 3	
Child 4	

Direct transfer from other state employment?

Yes	No

Childcare days not taken – new scheme	Days:
Childcare days not taken – old scheme	Days:

Determination of remuneration and negotiations with your trade union representative

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 component and possibly an individually negotiated supplements component.

In general it is your eligible trade union representative at the university, who on your behalf negotiates your salary conditions at the start of the employment, unless you yourself has the right to negotiate and do so. Therefore it is important that your trade union representative is informed about our qualifications and experience so that the trade union representative is well equipped to be in charge of the negotiation. You have the opportunity to give your consent that your application and your curriculum vitae are passed on to your trade union representative. If you are going to be employed as academic staff, the consent will also include the computer files “examination certificate, list of publications, research plan, teaching portfolio and co-author statement”.

Do you want HR to send your application and your curriculum vitae (and all other documents mentioned above, if you have been offered a position as academic staff) to your eligible trade union representative in order to be used in the negotiations regarding your salary:

YES	NO

Your consent can be withdrawn. A withdrawal has no consequences for your employment. You can withdraw your consent by contacting the HR department. The consequence of withdrawing your consent is that the university will not send your application and your curriculum vitae to your eligible trade union representative, unless this has already been done.

Upon receipt of the above information, you will receive a salary proposal/**an employment contract** as soon as possible.

We look forward to hearing from you.

If you have any questions, you are welcome to contact me.