

Human Resources Management | PO Box 616 | NL 6200 MD Maastricht

**Employment information form**

**For employment contracts/guest agreements. Not for internships and SAP registrations.**

**Please fill out sections A, B, C, D, and E**

Will you be working as a student assistant? You only have to fill out sections A, B, and E.

**Please send this form to the HR department**

Copy of valid passport[[1]](#footnote-1)

Copy of current residence (both sides) or work permit (*if applicable)*

Copy of bankcard

Copy of relevant diplomas

1. **Personal details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last name (as in passport) |  | | | | | | | |
| Initials and first name |  | | | | | | | |
| Name by which you are known |  | | | | Gender | | | M  F |
| Date of birth |  | | | | | | | |
| Place and country of birth |  | | | | | | | |
| BSN[[2]](#footnote-2) (Dutch Citizen Service Number) |  | | | | | | | |
| Permanent address |  | | | | | | | |
| Postal code/City/Country |  | | | | | | | |
| Nationality |  | | | | | | | |
|  | NB: Your HR adviser will inform UM’s Knowledge Centre for International Staff (KCIS) For information on KCIS’ services, visit [www.maastrichtuniversity.nl/kcis](http://www.maastrichtuniversity.nl/kcis) | | | | | | | |
| If you are not a national of the country you currently live in, do you have a valid residence permit for this country? | yes, attach a copy of this permit (both sides) no | | | | | | | |
| Do you hold a valid residence permit for the Netherlands? | yes, attach a copy of this permit (both sides)  no | | | | | | | |
| Permanent address during UM employment (incl. postal code/city/country)[[3]](#footnote-3) |  | | | | | | | |
| Residence address during UM employment (incl. postal code/city/country) |  |  | | | |  | | |
| Name of bank |  | | | | | | | |
| IBAN/SEPA code[[4]](#footnote-4) |  | | | BIC code3 | | |  | |
| Private email address[[5]](#footnote-5) |  | | | | | | | |
| Phone number |  | | | In case of emergency | |  | | |
| Marital status | married  single  permanently cohabiting[[6]](#footnote-6) | | | | | | | |
| Preferred attribution[[7]](#footnote-7) | your name  partner name  partner name and your name | | | | | | | |
| *Complete below if your non-Dutch partner and/or children will join you to the Netherlands* |  | | | | | | | |
| Will your partner join  you in the Netherlands? | yes, per date:        no  not applicable | | | | | | | |
| Will your child(ren) join you in the Netherlands? | yes, per date:no  not applicable | | | | | | | |
| Name of partner |  | | | | | | | |
| Initials and first name of partner |  | | | | | | | |
| Date and place of birth of partner |  | | | | | | | |
| Details of child(ren) joining you in the Netherlands | Last name | |  | | | | | |
| Initials and first name | |  | | | | | |
| Date of birth | |  | | | | | |
| Nationality | |  | | | | | |
| Relationship to you | |  | | | | | |
| Current foreign address | |  | | | | | |

**B. Relevant Education**[[8]](#footnote-8)

State the name of education institute, degree subject, and the exact graduation date

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| ***University Teaching Qualification*** | yes | enclose a copy  of the certificate |  |
|  | no |  |  |
|  |  |  |  |
| ***For student assistants only;***  ***Current year of study*** |  | year | BA  MA |

**C. Place of Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| In what country will you fulfil your work duties for UM? | in the Netherlands only | in the Netherlands and in another country[[9]](#footnote-9). | in another country. I will not work for UM in the Netherlands, only abroad. |

**D. Other positions**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you currently hold other positions? | yes  no | Will you continue these positions after commencing employment at UM? | | | | | yes  no | | |
| Name of the position |  | | | | *Please note you report other positions to your line manager* | | | | |
| Name of the employer |  | | | | Is it a paid position? | | | yes  no | |
| Since when have you held this position? |  | | | | | | | | |
| Are you a civil servant through this position? | yes  no | | | | | | | | |
| Do you participate in the ABP pension fund (through previous employer(s)[[10]](#footnote-10) | yes  no | | | | | | | | |
| Have you previously worked at Maastricht University? | yes  no | | from |  | | to | | |  |

**E. Completed truthfully**

Date on which you completed this form       /       /

Signature: …………………………………………………

***HR information – To be filled out by HR***

|  |  |
| --- | --- |
| *Faculty/ MUO / Service centre*  *Ser* |  |
| *Department/Unit* |  |
| *Project (if applicable)* |  |
| *Budget number of department / unit* |  |
| *Are IND fees for family members to be reimbursed to the UM by the employee* | *yes* *no* |
| *HR adviser/assistant* | */* |
| *Position* | *paid*  *unpaid position* |
| *Expected start date of contract* | */* */ 20* |
| *Duration of contract* | *< 3 months*  *≥ 3 months* |
| *Duration of stay in the Netherlands* | *< 3 months*  *≥ 3 months* |
| *Received by HR on* |  |
| *30% rule check*  *If yes, please add:* | *yes*  *no*  *CV*  *residence check (formulier ‘inventarisatie woonplaats’)*  *if non-academic staff: salary* |
| *Received by KCIS on* |  |
| *Copy of UM contract sent to KCIS on /*  *will be sent to KCIS* |  |
|  | |

1. Original passport has to be shown to the HR-adviser during the meeting terms of employment [↑](#footnote-ref-1)
2. For more information see: http://[www.maastrichtuniversity.nl/web/Main/sitewide/MUO/CitizenServicesocialSecurityNumberBSNsofinummer1.htm](http://www.maastrichtuniversity.nl/web/Main/sitewide/MUO/CitizenServicesocialSecurityNumberBSNsofinummer1.htm) [↑](#footnote-ref-2)
3. Should your permanent address change after the start of your employment, you have to change the address in ESS yourself [↑](#footnote-ref-3)
4. These are compulsory fields! [↑](#footnote-ref-4)
5. Please do not list a company email address [↑](#footnote-ref-5)
6. To qualify for the same rights as married couples, the partnership must be registered or attested to by a notary. [↑](#footnote-ref-6)
7. The preferred attribution will also determine the display name of your UM account [↑](#footnote-ref-7)
8. Enclose a copy of the relevant diplomas [↑](#footnote-ref-8)
9. If you do not live in the Netherlands and (might) work from home, this may have consequences for your social security. Contact your HR-adviser to discuss the possible consequences. [↑](#footnote-ref-9)
10. Enclose an overview of “Mijn ABP – werkgevers en diensttijd” [↑](#footnote-ref-10)