

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)