

Welcome to the Neu-Ulm University of Applied Sciences!

The Dual Career Service at the Neu-Ulm University of Applied Sciences supports dual-career couples and their families in their professional and private lives in the Neu-Ulm region.

The support services are available to all partners of newly appointed professors and researchers who would like to continue their careers in the Neu-Ulm region.

The Dual Career Service provides you with information about employment opportunities in the region and offers you information about childcare provision, schools, colleges, housing, etc. Our aim is to help you settle in as quickly and as easily as possible.

The Dual Career Service at the Neu-Ulm University of Applied Sciences will provide you with comprehensive support in your search for a job. Please understand, however, that we cannot guarantee you employment.

If you are interested in receiving support, we need you to help us provide you with the best possible advice and support during your job search.

Your personal data will of course be treated confidentially and only collected and used for the purpose of offering you advice.

Contact:

Jennifer Lang

Tel.: +49 (0) 731-9762-1546

E-mail: [jennifer.lang@hnu.de](mailto:jennifer.lang@hnu.de)

Web: <https://www.hnu.de/dual-career-service>

### PERSONAL DETAILS HNU EMPLOYEE

Female  Male  Other

Title:

First name\*:

Surname\*:

Street:

Post code:

Place:

Phone:

E-mail:

Nationality:

Faculty / work area:

Faculty contact person:

Position / professorship:

Start of employment:

End of employment:

### Status of appointment to professorship

Position offered

In negotiations

Position accepted

Only the information marked with \* is mandatory. Without this information the HNU cannot process my request.

**PERSONAL DETAILS OF THE PARTNER**

Female  Male  Other

Title:

First name\*:

Surname\*:

Phone:

E-mail\*:

Date of birth:

Nationality:

**CURRENT OCCUPATION**

Self-employed

Employed

Civil servant

**Do you have an up-to-date CV?** Yes  No

(If "yes", please attach your CV to the document)

**EXPECTATIONS REGARDING FUTURE EMPLOYMENT (PLEASE BE AS SPECIFIC AS POSSIBLE)**

**ALTERNATIVE AREAS OF WORK YOU MIGHT CONSIDER**

**POSSIBLE EMPLOYERS YOU MIGHT CONSIDER**

**WORKING HOURS**

Full time

Part time (up to \_\_\_\_\_ hours)

**EARLIEST START DATE**

\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_

**EXPECTED SALARY (MAX.)**

\_\_\_\_\_ Euro

**COMMUTING DISTANCE (MAX.)**

\_\_\_\_\_ km

### OTHER CONSULTATION REQUESTS

#### Housing / Accommodation

Would you like us to help you find accommodation in the region?

Yes  No

#### Childcare / schools

Would you like us to provide you with information on childcare or schools and colleges?

Yes  No

	First name	Surname	Date of birth
Child 1	_____	_____	_____
Child 2	_____	_____	_____
Child 3	_____	_____	_____
Child 4	_____	_____	_____

If yes, which:

#### Relatives in need of care

Would you like support and advice on the provision of care for any relatives?

Yes  No

### Other areas or issues

(For example: leisure, culture, social issues, dealing with the authorities, etc.)

### PERSONAL DECLARATION

With my signature, I declare that I agree that the personal data I have provided will be stored and processed in order to provide the support I would like to receive from the Dual Career Service at Neu-Ulm University of Applied Sciences.

With my signature, I also agree that the information and documents I have provided (including curriculum vitae) may be passed on to third parties (e.g. potential employers or Dual Career Service centres at other universities) by the Dual Career Service at the Neu-Ulm University of Applied Sciences if this is necessary in the context of your activities and the work of the Dual Career Service required for discharging these activities.

The information given above is voluntary. Only the information marked with \* is mandatory, without which the Neu-Ulm University of Applied Sciences cannot process my request.

I also agree to the following use:

- I agree that my personal data may be saved for evaluation purposes and to set up a DCS alumni database.

If I do not agree, my data will be deleted after one year (max. period for the provision of support).

I can withdraw my consent at any time in writing by e-mailing [jennifer.lang@hnu.de](mailto:jennifer.lang@hnu.de).

I have also read the attached data protection information.

With my signature, I confirm that all of the information I have provided, especially with regard to my educational and professional qualifications, is true and complete.

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First Name, Surname

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Place, Date

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Signature

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### Information on data protection according to Art. 13 of the GDPR

#### 1. Entity responsible

Neu-Ulm University of Applied Sciences  
Wileystraße 1  
89231 Neu-Ulm

+49 731/9762-0  
info@hnu.de

#### 2. Data protection officer

Data Protection Officer of the Neu-Ulm University of Applied Sciences  
Wileystraße 1  
89231 Neu-Ulm

+49 731/9762-2252  
dsb@hnu.de

#### 3. Purpose and consequences of non-disclosure

The personal data collected by the Neu-Ulm University of Applied Sciences is processed as part of the work of the Dual Career Service. This supports dual-career couples and their families in their professional and private lives in the Neu-Ulm region. Your personal data may be stored for evaluation purposes and to set up a DCS alumni database.

If you do not enter the mandatory fields (\*), your request cannot be processed. Otherwise, all information is voluntary.

#### 4. Legal basis

The legal basis for processing the personal data provided for the above purpose is based on Art. 6 Para. 1 lit. a of the GDPR, in those cases in which consent is given.

#### 5. Storage period

We store your personal data for a maximum of one year. Your data will then be deleted, unless you have given your consent to storage for evaluation purposes and for the purpose of setting up a DCS alumni database.

## 6. Disclosure to third parties / external / internal

The data will only be passed on to third parties with your consent as part of your assignment and the associated services of the Dual Career Service. Third parties are, for example, potential employers in the region, other universities and other dual career service centres

## 7. Your rights

In regards to the processing of your personal data, you as the data subject have the following rights in accordance with Art. 15 ff. of the GDPR:

- You can request information as to whether we are processing your personal data. If this is the case, you have the right to information about this personal data as well as further information related to the processing (Art. 15 of the GDPR). Please note that this right to information may be restricted in certain cases (in particular Art. 10 of the BayDSG [Bavarian Data Protection Act (Bayerisches Datenschutzgesetz)].
- In the event that personal data about you is no longer correct or complete, you can request a correction and, if necessary, completion of this data (Art. 16 of the GDPR).
- If the legal requirements are met, you can request the deletion of your personal data (Art. 17 of the GDPR) or the restriction of the processing of this data (Art. 18 of the GDPR). The right to deletion of your data, for example, does not apply if the processing of personal data is required to carry out a task that is in the public interest.
- For reasons that arise from your particular situation, you can at any time object to the processing by us of personal data concerning you (Art. 21 of the GDPR). If the legal requirements are met, we will no longer process your personal data.
- You have the right to withdraw your consent at any time. The withdrawal of consent is only effective for the future, i.e. the withdrawal does not affect the legality of the processing carried out on the basis of consent up until the date on which consent was withdrawn.
- You have the right to contact a supervisory authority to complain about the processing pursuant to Art. 51 of the GDPR. The responsible supervisory authority for the Neu-Ulm University of Applied Sciences is the Bavarian State Commissioner for Data Protection. You can contact the Bavarian State Commissioner for Data Protection by post (Bayerische Landesbeauftragte für Datenschutz, Postfach 22 12 19, 80502 Munich) or online at <https://www.datenschutz-bayern.de/vorstell/impresum.html>.