***Job Application***

#### Application for Admission to Job Recruitment Process\*)

*Name, surname, title:*

*Permanent address:*

*Telephone number: ............................................. E-mail:*

*I am applying for a job at he* ***University of Economics in Bratislava*** *for the positon / post\*):*

*...................................................................... commencing on: .............................. with a focus on\*\*):*

*in innovations (research):*

*in education:*

*Completed education (primary, secondary, higher education):*

*Name of school attended:*

*Year of completion: ................................. Proof of education:*

I have / do not have\*) commitments with other employers amounting to ..... working hours per week.

I hereby declare that I am aware / am not aware\*) of facts that could hinder proper performance of the requested job or could cause harm to the employer by performing a competitive activity (indicate such facts):

*I declare that I am medically fit for the job for which I am applying (art. 3, paragraph 1, letter a) of the Act on the Employment of Workers No. 552/2003 Coll. as amended).*

I declare that the data provided are complete and true and that no other data than those provided above have been requested from me in regard to the job application, or application for admission to the job recruitment process.

Furthermore, I hereby give my consent to processing of my personal data according to Act No. 18/2018 Coll.

*Annexes:*

* *to be attached depending on the announced vacancy, or announced job recruitment process*

In ....................................... Date of ...................................

.....................................................................

Applicant's Signature

# To be completed by the employer

***Job Recruitment Records***

|  |
| --- |
| Outcome of the recruitment interview or recruitment procedure:  Date:  official stamp, signature |

|  |
| --- |
| Motion to adopt as of: ................................. to department:  for indefinite\*) – definite\*) period of time until: .................... probationary period in months:  job title - position  pay grade ....................................... weekly working hours:  Date: ................................. ...................................................  Immediate superior's signature |
| Statement of the Rector of the University of Economics in Bratislava: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Documents to be submitted upon entry into employment** | | | **Received on** | **Officer's signature** |
|  | Formal Employment Record | |  |  |
|  | Evidence of formal qualifications | |  |  |
|  | Register of Criminal Convictions Record Extract | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  | Documents issued to the employee | | **Date** | **Employee's signature** |
|  | Employee's ID card |  |  |  |

**Assigned employee personal number:**