

Enrolment Form Qualification Program

Application to participate in an internal qualification training for staff

Important notes:

1. Fill out the enrolment form and pass it to your superior for approval.
2. The superior will pass the completed and signed enrolment form to the HR development.
A copy will be kept in your personnel file.
3. Further information on the course can be obtained from the HR development staff,
Georg August University, Section HR and Organisation Development, Heinrich-Düker-
Weg 5, 37073 Göttingen; E-Mail: personalentwicklung@uni-goettingen.de

Course number:

Title of the course:

Date(s) / Length:

Surname, Name:

Institution / Institute / Organisation Unit:

Address:

(for staff dispensed from working)

Phone:

E-Mail:

Practised position:

- Scientific staff
- Technical and administrative coworkers
- Miscellaneous

Deputy during your absence:

(Required if determined in your Annual Employee Review)

Surname, Name:

Date:

Signature:

(Signature of the deputy)

Your Participation

- has been confirmed in the Annual Employee Review of (date)
(with reference to your deputy during work hours)
- serves the maintenance of skills, knowledge and competences at current workplace
(Qualification on maintenance) (working hours)
- serves the acquisition of additional skills
(not required for current work) (no working hours) (For courses beyond working hours, no signature of the superior is required)
- serves the preparation in view of a switch to a different position.
(Qualification) (working hours)
- serves training and integration after a period of longer absence.
(Re-entry qualification) (working hours)

Date:

Signature:

(Signature of the coworker)

Date:

Signature:

(Signature of the superior)

Please address your queries to personalentwicklung@uni-goettingen.de