**INFORMATION FORM**

1. This form is completed in □ application

connection with: □ work experience ( in this case skip question 2)

□ otherwise, viz.

2. Which job are you interested in?

Are you responding to an □ yes □ no

adver­tisement?

If so, which ad?

If you are not responding to an

advertisement, how did the

contact come about?

3. Personal particulars

(Sur)name

First name(s) (in full)

First name (known as)

□ male □ female

Date and place of birth date: place:

Nationality

Address

Postal code and town

Mailing address (if different

from above mentioned address)

Telephone number

Email address

ICE name

ICE email address

ICE telephone number

(ICE = In Case of Emergency)

4. Below state education/training in order of date and state if you have qualified/graduated or expect to qualify/graduate

Education/training Institution From/till Diploma Date diploma/ examination

yes / no

yes / no

yes / no

yes / no

yes / no

yes / no

5. Work experience Employer Position From/till

Opposite state former

employers, in order of date

(also if you were employed as

trainee)

State current employer at

question 6

If you are completing this form in connection with work experience, you may skip the following questions and continue with question 8.

6. Current employer

Address

Position

Since

Present gross annual salary

Term of notice

7. Additional jobs

Do you hold additional jobs? □ yes □ no

If so, which jobs?

Only answer question 8 if you are completing this form in connection with work experience.

8. Work experience

Training/discipline

Period of work experience

Name and address of the school

c.q. university

Name and address of the

supervisor of practical training

at the school c.q. university

Have you got a student's ticket □ yes □ no

(season ticket) for public

transport?

9. The following particulars are necessary for administrative purposes in case of, or after, employment commence­ment and are not relevant to the selection procedure. We request you to complete this form always because it is provided just once.

Civil status + commencing date single/cohabiting/married/permanently separated (\*),

Name, initials and first name /

forename of wife / husband

Date of birth and sex of wife /

husband c.q. partner

Name, initial(s), first forename/

first name, date of birth and

sex of child(ren)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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IBAN

BSN         

Are you, in your present job, □ yes □ no

insured via the Dutch Foundation

Pension fund ABP?

Do you want NWO-I to apply the □ yes, as from .... □ no

general tax credit[[1]](#footnote-1) to your salary

payment?

By which (Dutch) healthcare

insurer (compulsory medical

insurance) are you covered?

Which titles do you bear?

For married women: to which

name should letters to you husband's name / maiden name (\*)

be addressed?

Are you at the moment of □ yes □ no

commencement of employment

entitled to benefits or social

welfare?

\* Strike out where not applicable.

10. In connection with the application for a residence permit based on the regulation pertaining to knowledge migrants, citizens of specific countries are required to make a statement.

(Note: not applicable to citizens of EU-countries, Australia, Canada, Iceland, Japan, Liechtenstein, Monaco, New Zealand, Norway, USA and Switzerland).

*Please refer questions regarding this specific item to NWO-I P&O +31 30 600 12 62 or* [*peno-nwoi@nwo.nl*](mailto:peno-nwoi@nwo.nl)

If you are not a citizen of one of the countries listed above you declare by signing this form that you:

* are not the subject of any current criminal proceedings;
* never have been sentenced to a term of imprisonment;
* do not have a criminal record;
* do not represent a threat to public order;
* possess a valid passport;
* and that you are prepared to submit to a tuberculosis- test, if you are required to do so in order to obtain a residence permit.

Please note: NWO-I will only refund visa costs for the employee that will not use the 30% ruling.

Completed according to the truth: Place: Date:

Signature:

Please note: For registration (town hall) in the Netherlands you need to get

- a certified copy of an entry of birth with legalization (= apostille);

- a certified copy of an entry of marriage with legalization (in case applicable) with legalization (= apostille).

Certificates should be in English and not older than three months.

Getting an apostille for a document to the Dutch officials accept can be time-consuming and complex process.

[Legalising documents: See website Rijksoverheid](https://www.government.nl/documents/directives/2016/03/17/information-on-legalisation-the-netherlands)

TO BE COMPLETED BY THE DIRECTOR/WORKING GROUP LEADER OR HIS DEPUTY (after agreement)

IN TE VULLEN DOOR DE DIRECTEUR/WERKGROEPLEIDER OF ZIJN GEMACHTIGDE (nadat overeenstemming hierover bestaat)

Met de betrokkene is het navolgende afgesproken en vastgelegd.

Naam betrokkene :

Ingangsdatum arbeidsovereenkomst :

Einde arbeidsovereenkomst :

Proeftijd : ja/nee

Opzegtermijn : maanden

(indien méér dan één maand gewenst)

Functiebenaming :

Inschaling Cao-OI : schaal nummer

Periodieke verhoging per :

Werkuren per week :

Deeltijdpercentage :

Dagen per week : ma / di / wo / do / vr

Verhuisplicht (in bijzondere gevallen   
art. 10.1.5 Cao-OI) : ja / nee

Postcode feitelijke werklocatie (bezoekadres) :

Functioneringsgesprek in : maandnummer:

Functie-/taakomschrijving bijgevoegd : ja / nee

Opleidings-/begeleidingsplan gereed : ja / nee

Tewerkstellingsvergunning nodig : ja / nee

Bemiddeling visum : lokaal / centraal

Is dit stuk al uitgereikt? : Veiligheidsvoorschriften en wenken ja / nee

Indien tijdelijke arbeidsovereenkomst:

Is er de verwachting dat deze wordt omgezet in

een arbeidsovereenkomst voor onbepaalde tijd? : ja / nee

Zo ja, op welke datum valt de beslissing? :

===========================================================================================================

De aanstelling komt ten laste van de formatie (normale programma NWO), tenzij hieronder anders is aangegeven

Financier: Projectnummer:

Deze rubriek dient voor het aangeven van de formatieplaats. Bij financier kan bijvoorbeeld worden ingevuld: NWO Physics Projectruimte.

===========================================================================================================

De identiteit van betrokkene is door mij geverifieerd aan de hand van het identiteitsbewijs waarvan een door mij geparafeerde kopie is bijgevoegd.

N.B.: De geparafeerde kopie is een absolute voorwaarde om het salaris op de gebruikelijke wijze te kunnen uitbetalen.

Plaats: Datum: Functie:

Handtekening:

===========================================================================================================

Responsemeting:

Aantal reacties Aantal dat voldoet aan functie-eisen

Aantal opgeroepen sollicitanten Hoe lang heeft de vacature bestaan?

Bijlagen bestemd voor P&O NWO-I:

🞏 Kopie paspoort met paraaf leidinggevende 🞏 Kopie diploma's/bul

(zonder deze kopie kan administratieve afhandeling 🞏

van bovenstaande afspraken niet plaatsvinden) 🞏

1. All taxpayers are entitled to the general tax credit (algemene heffingskorting) and employed person's tax credit (arbeidskorting). NWO-I can take the general tax credit into account when withholding wage tax and national insurance contributions. With a fulltime contract, you can choose for this in any case. You need to inform NWO-I in writing about changes in your personal circumstances that may affect the general tax credit. Do not hesitate to contact your Personnel Officer about this. [↑](#footnote-ref-1)