



UNIVERSITÄT PADERBORN | WARBURGER STRASSE 100 | D-33098 PADERBORN

**An die
Präsidentin der Universität Paderborn
- Personaldezernat -
Auf dem Dienstweg**

1.) Application for the participation in alternating home office/teleworking as a scientific employee/civil servant

I hereby apply to work partially from home. My position is suitable for teleworking and includes work that may be done remotely.

Family Name:

Given Name:

Telephone Nr.

Department:

I care for a child in my household under the age of 18 .

There is a relative in my household whom I care for .

Full-Time Employee Part-Time Employee with _____ Hours/week.

Substitute available by:

I take part in flexible working hours yes no

The distribution of my working hours should be from _____ to _____ as follows:

Weekday	Working hours Hour/Minutes on (Day...)	Home Office	
		Availability Mornings from _____ to (time)	Availability Afternoons from _____ to (time)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

My home workplace is located at (City, Street, Room):

The following items / measures are required to equip my home workplace (please list in full detail):

The one-off cost of workplace equipment is expected to amount to _____ €.

There are monthly / annual costs in the amount of _____ € (e. g. Internet).

Project Account Number (AO), from which costs are to be financed:

Date, Signature of Applicant

Attention! Only instructions for completion!

2.) Statement from the Manager/Supervisor:

The application is fully supported .

The application is not fully supported ; if possible, please list reasons

Technical support is provided if necessary, by Ms./Mr.

Date

Signature of Manager/Supervisor

Attention: Only instructions for completion!