# Manuel Application Form for VIP

Please fill out the following form. Any information marked with \* is obligatory. For questions with prespecified answer these answers can be found under in a collapsable list. From these choose the most appropriate answer.

## Personal Details:

* Email\*:
* First name and middle name(s)\*:
* Last name\*:
* Gender\*:

#### Gender options – click to open

* Male
* Female
* Citizenship\*:
* Phone (Mobile)\*:
* Address\*:
* ZIP code\*:
* City\*:
* Country\*:

*As a public institution, Aarhus University is obliged to collect data on the applicant's gender and citizenship. This information will only be used for statistics and reporting in accordance with our obligations, and will not be included in the assessment of the individual applicant's qualifications.*

## Further questions

* Level of education\*:

#### Level of education options – click to open

* Bachelor’s degree
* Master’s degree
* PhD-degree
* Doctorate
* Other
* Where did you obtain your degree?\*:
* Country of institution\*:
* Year of the award of degree\*:
* Latest place of employment\*:

#### Latest place of employment options – click to open

* Aarhus University
* Other Danish university
* Foreign university or research institution
* Private company in Denmark
* Other public institution in Denmark
* Private company abroad
* Public institution abroad
* Freelancer/self-employed
* No previous employment]
* Country of latest employment\*:
* Have you previously been employed by Aarhus University?\*:

#### Previously employed by AU options – click to open

* Yes, I am currently employed
* Yes, I have been employed before
* No
* Title of latest employment category:
* How did you become aware of the position?\*:

## Special circumstances

*Are you disabled and covered by the rules in the Ministerial order on compensation for disabled people in employment?*

*To be covered by the rules for preferential access to a job interview, you must be:*

1. Disabled
2. Meet the formal requirements of education

*Please notice, that the rules doesn´t apply if you are a citizen from countries outside EU, who do not have residence or permanent stay in Denmark.*

* Do you wish to request preferential access for disabled persons?\*: (Y/N)

*If yes, please include relevant documentation from your job center (if any).*

## Application & CV

*Please include separate documents for the following categories. For categories with multiple documents, please zip all relevant documents and name the zip the corresponding category name.*

* Application/Cover Letter\*
* CV\*
* Diploma\*
* List of publications:
* Publications:
* Research plan:
* Teaching portfolio:
* Coauthor statement(s):
* Extra documents:

## Recommendations:

*Provide the following information regarding the person who have the recommendation for each included recommendation.*

* Name
* Position
* Workspace
* E-mail
* Recommendation document\*

## References

*Provide the following information for each referee.*

* Name\*
* Position
* Workspace\*
* Email\*

***Please*** *note that an auto-generated email with a request for a letter of reference will be sent to the referee. The auto-generated email contains a link which can be used to upload a letter of reference. Please ensure that your referee has enough time to write the letter of reference before the application deadline.  
Unfortunately, it is not possible to ensure that letters of reference received after the application deadline will be taken into consideration.*

## Privacy policy

*When you apply for a position at Aarhus University through our recruitment system, we process your information for the purpose of filling the position for which you have applied. Aarhus University respects and protects the confidentiality of your data. Aarhus University is under an obligation to comply with applicable legislation on the protection of personal data, cf. article 6(1)(b) of the General Data Protection Regulation.*

*Members of the assessment committee and/or the appointment committee for the position for which you are applying will have access to the data submitted by you during the recruitment process. If a member of the assessment committee is staying or living in a third country, personal data may be transferred to countries in which the rules in the EU’s General Data Protection Regulation do not apply.*

*Aarhus University will delete your personal data no later than six months after your application has been rejected.*

*You can delete, edit or update your data at any time until the application deadline. After the application deadline, it is only possible for you to delete your application.*

*In accordance with the Danish Archives Act and associated ministerial orders, we have an obligation to store appointment cases in connection with associate professor and professor positions and submit these cases to The Danish National Archives.*

*We also have an obligation to disclose anonymised data of applicants for academic positions (assistant professor to professor level) to the Ministry of Higher Education and Science.*

*The disclosure of personal data to government agencies and institutions has as its legal basis in the General Data Protection Regulation Article 6(1)(e).*

*Aarhus University uses the collected application data in anonymised form for statistical purposes, so that no individual users can be identified.*

*The data controller is Aarhus University, Nordre Ringgade 1, DK-8000 Aarhus C, tel. no. (+45) 87150000. Contact details of the DPO: dpo@au.dk. An agreement has been made with the following data processor in connection with the use of the Emply Hire recruitment system, Emply International ApS, CVR no. 37048658.*