

Docket for taking up employment at the MBI

Name, First name: _____

Position: _____

Personnel number: _____ Department: _____

Employment from - to: _____



Department / Task	Responsible	House	Room	Phone	Checklist	Date, Signature
HR Department	Sabine Schulz	A	4.06	1512	collective right, holiday, illness, checklist wage settlement	
	Department Head				research goals MBI, access-profile: _____ project-profile: _____ room: _____ telephone number: _____ project: _____ cost carrier: _____	
	Director of Division				special tasks for research assistant / doctoral	
IT (Account)	Britta Neutenkötter	A	4.14	1544	Account MBI: _____	
IT (Key)	Markus Goebel	A	4.24	1541	Time recording: Yes / No Key distribution: _____ Access-card: _____	
IT	Thomas Kruel / Magret Rink	A	4.04 / 4.23	1540 / 1551	Information and spending IT-policy	
Safety Officer	Wolfgang Krüger	A	3.21	1284	general occupational health, safety instructions	
Laser Safety Video		A	4.11	1501	Initial	
					Permission to publish my photo at the internet? Yes / No _____	
not applicable for Guest						
Administration	Kerstin Grundmann	A	4.10	1510	ordering, phone control, goods receipt	
Librarian	Jeannine Rehse	A	4.18	1517	proper instruction library, lending and ordering process	
Workshop	Thomas Müller	We	1.7	1538	informations about the workshop	
Chairman of the Works Council	Gerd Kommol	B	3.20	1322	tasks of the work council, contact person	
Equal Opportunities Officer	Magret Rink	A	4.23	1551	informations about the audit work and family	
Managing Director	Prof. Dr. Stefan Eisebitt	B	3.11	1301		

Zugangsberechtigung

Bezeichnung	*	Kurz-Bez.	Geltungsdauer	Unterschrift
Personennotrufanlage	3	PNA	Mo - So 00:00 - 24:00	
XPL-Labor, Tür EG	6	XPL 0	Mo - So 00:00 - 24:00	
XPL-Labor - dauerhaft	1	XPL 1	Mo - So 00:00 - 24:00	
XPL-Labor - werktags	1	XPL 2	werktags 00:00 - 24:00	
Femtosekundenlaser - dauerhaft	2	FS_AL 1	Mo - So 00:00 - 24:00	
Femtosekundenlaser - werktags	2	FS_AL 2	werktags 00:00 - 24:00	
Haus A - dauerhaft	4	H_A_V	Mo - So 00:00 - 24:00	
Haus A - werktags	5	H_A_T1	werktags 00:00 - 24:00	
Haus B - dauerhaft	4	H_B_V	Mo - So 00:00 - 24:00	
Haus B - werktags	5	H_B_T1	werktags 00:00 - 24:00	
Haus C - dauerhaft	4	H_C_V	Mo - So 00:00 - 24:00	
Haus C - werktags	5	H_C_T1	werktags 00:00 - 24:00	

Bezeichnung	*	erforderliche Unterschrift
Zutritt XPL-Labor	1	Herr Dr. Schnürer
Zutritt Femtosekunden-Applikationslabore	2	Herr Dr. Nagy
Zutritt Personennotrufanlage (lt. Betriebsvereinbarung)	3	Herr Krüger
Zutritt zum Haus des eigenen Bereiches - dauerhaft	4	Direktoren
Zutritt zum Haus des eigenen Bereiches - werktags	5	Abteilungsleiter
XPL-Labor, Tür EG	6	Herr Dr. Schnürer