

Formal process and details for your job application in the CRC SFB-1537 **ECOSENSE**

The CRC SFB-1537 ECOSENSE is a large cooperative project, with numerous researchers and projects involved. As we do expect a large number of job applications, the whole application process is structured and time-lined for a seamless and effective operation.

You are therefore kindly asked to follow strictly the rules given in this document, to reduce unnecessary effort for all persons involved.

1. Formal process

The application process is divided into the following stages:

- a) Open positions are announced via the official job portal of the University Freiburg, with a deadline for each job and application. There you will find a job description, further information on the position, and contact data for questions. The internet address of the job portal is:

<https://uni-freiburg.de/university/jobs/>

- b) All potential candidates **apply via the job portal of the University Freiburg.**

*This will lead to an automatic e-mail to the contact persons mentioned in the job description, i.e. they should receive your application **automatically**, however*

*...given the problems with today's mail connections, we ask you to send a **copy of your job application** directly to the contact persons named in the job description. As an e-mail concern, please use:*

*"ECOSENSE-Project number (e.g. A1)-application Family name: job number"
An example: ECOSENSE-A1-application Mayer": 4583*

The "job number" or "Stellenummer" is a number created by the job portal of the university Freiburg.

- c) After the deadline, all applications are checked in a first round. Suitable candidates will then be invited to a job interview.
- d) The job interview should preferentially be in presence. Travel costs can be reimbursed on mutual agreement and following the rules for travel reimbursement of the Federal state of Baden-Wuerttemberg. An online-interview is an option.

In the job interview...

- you will give a 20 minute long scientific presentation in English that shows your ability to present, and the connection of your research to the goals of ECOSENSE and to the position you apply for,
- you will have a job interview with the selection panel of ECOSENSE (appr. 40 minutes),
- you will have the chance to ask questions by yourself (please prepare them).

- e) The result of these interviews will be checked again by the selection panel.
- f) You may receive an invitation to a second interview, where you have the chance to meet your project supervisors on a more extended basis and where detail questions are clarified.
- g) Decisions are made and announced to all applicants.

2. Contents of your application

General rules

- For all mail communication after application, please use - in all cases - the following concern:
"ECOSENSE-Project number (e.g. A1)-application Family name: concern"
An example: ECOSENSE-A1-application Mayer: status of process?"
This helps a lot to sort out and identify e-mails.
- All personal documents you deliver for your job application should be in **ONE PDF document**, which is not password-protected. Do not use several in a row.
- The **title sheet of your job application** is prescribed and given below. You may download this sheet as a word file from the ECOSENSE webpage or create one by yourself in this style.
- In addition, you are asked to fill in an **Excel sheet** with the **core data of your application**. This excel file is also available for download from the ECOSENSE webpage.
- Your PDF application must contain all information given below, also in the sequence given below.

Content of your PDF application

a) Motivation letter

Please tell us, who you are, how you are qualified, why you want to apply on this position in ECOSENSE, and how your qualification helps for that. Please tell us also why you are pursuing a doctoral thesis.

Please use max. 1 page for that.

b) Curriculum vitae, with...

contact data and actual place of living

gender (male/female/diverse)

marital status

date and place of birth

mother tongue

education (what degrees from which university in what country)

language capabilities and certificates (at least for English and German)

special knowledge and qualification

awards

hobbies

social engagement,

c) List of publications, patents and awards

If applicable, give us the full citations of all your scientific publications and patents. Use DOI identifiers for publications, if possible. Do NOT add publications. You may be asked to send them during the application process, it is therefore good to have them available in a digital format.

If applicable, name awards that you have received so far.

d) Certificates of education

University degree bachelor

University degree master

Others

All certificates must be readable in German or English. Please add the grading scheme of the respective universities, if not given in the certificates themselves.

d) Certificates of employment

Please add all certificates of employment, e.g. from companies, organizations or from a job at a university.

e) Reference persons

Please give us the full contact data of **two persons** from university or industry who can give a reference for you. These persons may be contacted by the selection panel during the application process.

The title page for your application is shown below. You will find this as a word file on the ECOSENSE webpage for download.

Application in the *CRC SFB-1537* **ECOSENSE**

ECOSENSE project number: (e.g. A1, C2,..... please use only ONE number)

Job number (“Stellennummer”): This is the job number given by the university’s job portal

Application date:

Family name, Surnames:

You may add a personal photograph here or leave this space blank

Content of the Excel sheet

In addition, you are asked to fill in an Excel sheet with the core data of your application. Below is a print-out of this Excel sheet. It is available for download from the ECOSENSE webpage:

Core data for application

ECOSENSE Project number:

application reference number:
("Stellennummer")

Family name, Surname(s)	
Gender (m/f/d)	
Year of birth	
Nationality or nationalities	
Application date (day, month, year)	
Subject of Bachelor	
Bachelor University (Name, Location, Country)	
Grade	
Subject of Master	
Master University (Name, Location, Country)	
Grade	
Additional Degrees	
University or others (Name, Location, Country)	
Grade	
Professional experience (i.e. work in companies, sabbatical, others)	
type of experience, duration, location	
Mother tongue	
Other languages (level of speaking, writing, reading, official certificates, e.g. TOEFL, or "no certificate")	
Currently living in (country)	
Available from (day, month, year)	