



Instructions/additional information for completing the employee information form

CHECKLIST:

YOU MUST SEND THE FOLLOWING THINGS TO HR:

- Completed employee information form;
- Certificate of conduct (*Verklaring Omtrent het Gedrag*, VOG) – you previously received a request from the Integrity and Screening Agency (Justis) to apply for the VOG online;
- Curriculum vitae;
- Relevant diplomas/degree certificates and/or certificate of competency;
- Valid and original identity document (not a driving license);
- Recent ABP years of service statement (*ABP diensttijdoverzicht*) – you only have to include this if you also accrued a pension with ABP at a previous employer.

INTRODUCTION

The aim of this employee information is:

- to provide you with support when filling in the ‘Employee information’ form;
- to provide you with general information in connection with your employment at the Amsterdam University of the Arts (AHK).

You will receive more information about terms and conditions of employment, among other things, separately and you can also read through this again on MyAHK (our intranet).

No rights may be derived from the content of this information.

We would like to point out that you are personally responsible for passing on any changes to your employee information to the P&O department at the Service Bureau. The AHK is not responsible for mistakes that arise from not passing on changed information (in a timely fashion).

EXPLANATORY NOTES TO THE ‘EMPLOYEE INFORMATION’ FORM

Allowance for travel expenses (pertaining to question 3)

You may be able to claim an allowance for commuting expenses in accordance with the AHK regulations. You can read more about travel expenses in the travel expenses implementing regulations (*uitvoeringsreglement tegemoetkoming reiskosten*) in this document.

Practising professional (pertaining to question 6)

If you are an education provider (teacher), it is relevant if you are a practising professional in the field for which you were recruited as a teacher. The term ‘practising professional’ means that you are active as an artist (musician, actor, dancer, visual



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artist, filmmaker, architect, etc.) in your artistic discipline (it is not relevant whether this is as a self-employed person or as an employee). You can prove this, if you wish, by showing publications, products, shows, performances, etc. There must be evidence of a professional practice of considerable size and quality. The status of practising professional may be necessary in order to be able to continue your employment in the future.

Statement for the payroll taxes (pertaining to question 7)

In the case of each employer, or benefits agency, it must be stated whether or not payroll taxes need to be applied. If no statement is made, the AHK must apply the so-called 'anonymous persons rate' (*anoniementarief*) in accordance with the regulations of the Dutch Tax and Customs Administration (*Belastingdienst*). This means that 52% payroll taxes will be withheld from the salary.

Benefit prior to employment? (pertaining to question 8)

It is important for the Amsterdam University of the Arts (AHK) to have this information, because this may be relevant for payment of social insurance contributions by the AHK or in the event that you become (chronically) ill.

ABP years of service statement (ABP diensttijdoverzicht)

(only applicable if you were previously employed by an educational or government institution)

In the event of appointment for regular paid employment, the ABP years of service (*ABP-diensttijd*) accrued must be registered. Because the years of service accrued by you is important, among other things, for the determination of a possible service anniversary (*ambtsjubileum*) and your long-term employability rights, we would like to receive a recent ABP statement signed by you during the terms of employment meeting. If you do not have this statement, while having accrued ABP years of service, you can request a recent statement from the ABP: www.abp.nl or 045-579 6070. You can also print them out via MijnABP – under '*pensioenoverzicht*' (pension statement), '*opbouw van uw ouderdomspensioen*' (accrual of your old-age pension).

If this statement is not complete in your opinion, you must present evidence of the missing years of service to ABP in order to arrive at a correct statement.

It may be the case, however, that you have accrued years of service in the past that count towards the service anniversary (*ambtsjubileum*), but not towards the ABP pension. These years of service will not appear in the ABP years of service statement in that case. This may concern, for example, years of service that you commuted or years of service that did not count towards the pension under old regulations due to age, duration or scope. If you have such years of service, we kindly request that you inform us of this and to substantiate this with evidence, such as an employment contract.

Depending of the subject and applicable regulations, the following years of service components are distinguished:

- years of service in education;
- years of service with the government;
- military service.

Diplomas/degree certificates and/or certificate of competency

Prior to the terms of employment meeting, relevant diplomas/degree certificates and/or certificates of competency must be scanned and emailed together with the employee information form.



Curriculum Vitae

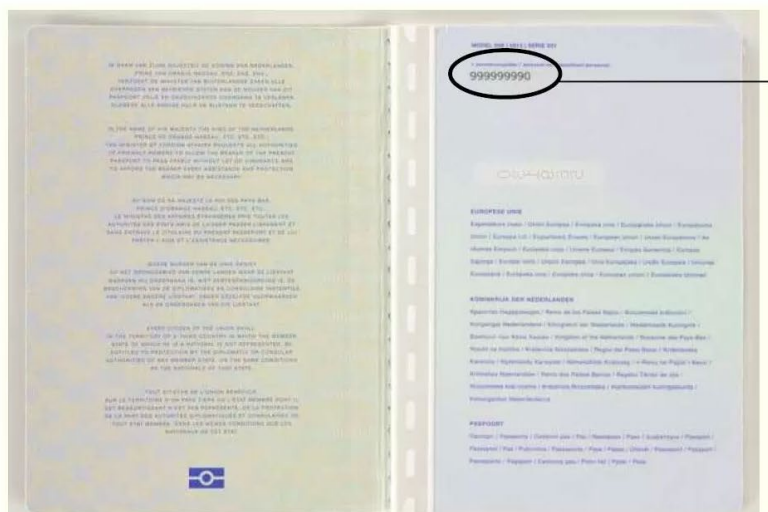
Prior to the terms of employment meeting, an up-to-date Curriculum Vitae must be emailed together with the employee information form.

Identity document

In accordance with the regulations of the Dutch Tax and Customs Administration (*Belastingdienst*), among others, the identity of an employee must be determined when commencing employment on the basis of a valid identity document (**a driving license is not a valid identity document, as one's nationality is not specified on this document**). A copy of the identity document will be entered in the payroll records. If no identity document is submitted, the AHK must apply the so-called 'anonymous persons rate' (*anoniementarief*) in accordance with the regulations of the Dutch Tax and Customs Administration (*Belastingdienst*). This means that 52% payroll taxes will be withheld from the salary. During the period of the coronavirus measures, we kindly ask that you email a scan of the front and back of this document together with the employee information form.

Passport

We need a copy of the front and back of the holder's page in the unfolded manner, with all corners of the passport clearly visible (see image).



ID-card

We need a copy of both the front and back, with all corners of the identity card clearly visible (see image).



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NB:

- Provide the scan or photo of the valid ID as a PDF file
- The scan or photo must be supplied in color and must be clear and legible
- The scan must be made from a completely flat ID, the ID may not be held
- Again a driver's license is not valid for drawing up an employment contract
- Nothing on the ID may be crossed out or made illegible

Submitting a payslip

If there is prior or current employment that is relevant, a copy of the last relevant payslip must be submitted. The previous salary may be important when determining the salary at the AHK.