

DATA FORM

Please fill in this form and return it to the Personnel Office for preparation of your letter of er
Copenhagen Business School
Personalekontoret
Solbjerg Plads 3
2000 Frederiksberg



First name				Surname		
Birthday (day /month/ year)	CPR if any	Phone			E-mail	
		Mobile				
Address						
Citizenship						
Bank registration number				Bank account number		
Nearest relations (to be contacted in case of an accident or similar):					Phone	
Department at CBS						

Please note that 60 % taxation will be deducted from the salary until the Payroll office receives your tax card.

The Personnel Office will calculate your salary based on the information you provide in the form below. Copies of the Original diploma(s) must be submitted.

Education	Date of graduation

Your seniority is based on the information you provide in the form below. Therefore, please fill in the form with correct information about your previous relevant employment periods. Please enclose proof of employment periods. If you do not provide proof (confirmation from previous employers, letter of employment or similar) of particular employment periods, they cannot be considered.

Place of employment	Occupation	Period of employment		Number of hours weekly
		From dd/mm/year	to dd/mm/year	

I hereby solemnly declare that the information given is correct

Date

signature