

Faculty of Health Sciences

Guidelines – Application form for salary negotiations

You may send the form to both your union representative and head of department

Name and Position held:	
Civil registration number:	
Education:	
Department: Tel.: Email:	
If externally funded: Source of revenue/ Name of fund: Grant recipient:	
Start date of employment:	
Number of years in profession:	
Employment according to agreement:	

Current salary (from pay slip exclusive of pension):		
Any qualifications supplement and supplement for special duties kr. per month:	Employed by ordinary funding hours per week:	Employed by external funding hours per week:

Proposal for future salary (on the grounds of your qualifications and job duties below):

Qualifications:
Job Role/Duties:

Date	Signature
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Submission of application:
Submit your application to the head of department or the staff representative, or possibly both. Final date for submission to the head of department is 28.01.2011.

Faculty of Health Sciences

Guidelines - Application form for salary negotiations in the spring of 2011

The form can be sent to both your union representative and head of department

- In addition to the information that appears in the above form, we ask you to explain (preferably in print format) why you should be considered for a salary rise at the upcoming salary negotiations (e.g. *change of salary group, receiving a qualification supplement and other supplements for special duties, retention supplement or single supplement*). Explain briefly and in your own words.
- For inspiration on how to present this information, see the salary policy and the salary agreements that have been decided for your professional group, both locally at SUND and at KU – use this link: http://sund.ku.dk/for_ansatte/loenforhold/
- Note that the information you provide is confidential.
- If you have any questions on how to fill out the form, you can ask your union representative or another confidant.
- All spaces must be filled in and it is important that you state information as precisely as possible.
- Remember that employees who are financed by a foundation and other externally-funded employees are included in the “new wage” salary system, which allows for individual salary supplements.