

# Application Form Template

To the Director  
of the Department of .....

Via ....., n. ....

ZIP/Postcode

**FLORENCE**

The undersigned Surname (1) ..... Name .....

## REQUESTS

to participate in the selection process, by qualifications only [qualifications only or qualifications and interview], referred to in the call for applications (indicate call) for the assignment of the contract relating to the following teaching course:

Course (indicate course title)

Academic Recruitment Field / SSD (Scientific-Disciplinary Sector) (indicate)

CFU (ECTS credits) (indicate);

Degree Course in (indicate).

The undersigned, pursuant to Article 96 of Presidential Decree (DPR) 445/2000, aware of the criminal liability that may be incurred in the event of a false declaration (art. 76 DPR 445/00),

## DECLARES

pursuant to articles 19, 19 bis, 46 and 47 of Presidential Decree (D.P.R.) 445/2000:

1) to have been born on ..... in ..... (Province of .....);

2) to possess the following tax code (Codice Fiscale) .....

3) to reside in ..... (Province of .....) via ..... n. ....  
..... ZIP/Postcode ..... landline ..... cell phone/mobile .....  
e-mail .....

4) to possess the citizenship (indicate Italian citizenship or that of another Country)

.....;

5) to hold a residence permit pursuant to Legislative Decree no. 286 of 1998, as amended and supplemented,

or to hold refugee status or subsidiary protection status;

(alternatively)

not to possess a residence permit and to undertake to apply for it should they be awarded the teaching contract;

6) to have adequate knowledge of the Italian language [for foreign citizens];

7) [for Italian citizens] to be registered on the electoral rolls of the municipality of .....  
(Province of .....);

in case of non-registration or removal from said rolls, specify the reasons

.....  
.....;

8) to enjoy civil and political rights in the State of origin or provenance ..... [for foreign citizens];

9) not to have received criminal convictions and not to have criminal or administrative proceedings underway for the application of security or prevention measures, nor to have criminal records recordable in the judicial register pursuant to art.

686 of the Italian Code of Criminal Procedure (c.p.p.), nor to have received measures that exclude them from appointment or are cause for dismissal from employment with Public Administrations;

(1) married women must indicate their maiden name

10) to possess:

- a Bachelor's/Master's Degree (old regulations system) in ....., obtained at the University of ..... issued on date ..... with the grade of .....

or

- a Specialist Degree (Laurea Specialistica) in ..... belonging to class n. .... obtained pursuant to the new regulations system at the University of ..... issued on date ..... with the grade of .....

or

- a Master's Degree (Laurea Magistrale) in ..... belonging to class n. .... obtained pursuant to the new regulations system at the University of ..... issued on date ..... with the grade of .....

or

qualification obtained abroad, issued by ..... on date .....

declared equivalent by the competent authority pursuant to art. 38, paragraph 3, of Legislative Decree (D. Lvo) n. 165/2001, by decree n.

.....

or

for which equivalence has been requested from the competent authority pursuant to art. 38, paragraph 3, of Legislative Decree (D. Lvo) n. 165/2001, on date .....

11) to possess the experience required for access to the procedure as specified below:

.....  
.....  
.....

12) not to be related by blood or marriage up to and including the fourth degree with a professor belonging to the Department or with the Rector, the Director General, or a member of the Board of Directors of the University pursuant to art. 18 paragraph 1 letter c) of Law 240/2010;

13) not to simultaneously hold contracts referred to in article 24 of law December 30, 2010, n. 240 and not to be, at the start date of the contract, in conditions of incompatibility regulated by art.

13 of the Presidential Decree of 11 July 1980, n. 382;

14) not to have had, for a period of five years, contract terminations pursuant to art. 14, paragraph 4, first sentence, of the "Regulations concerning teaching assignments" referred to in the Rector's Decree of 23 August 2022, n.

1033;

15) not to be, at the start date of the contract, in conditions of incompatibility referred to in art. 8 of the Regulations for the award of scholarships and research fellowships (D.R. 54/2013): "1. The fellowship cannot be combined with research grants or any other fellowship awarded for any reason, except for those intended to supplement stays abroad, nor with salaries deriving from public or private employment relationships, even temporary, without prejudice to the possibility for the fellow to be placed on unpaid leave by the employer. Nor can it be combined with fees deriving from self-employment assignments awarded by the University.

2. The Director of the Administrative Unit, having consulted the Supervisor, may authorize the fellow to carry out self-employment assignments awarded by entities other than the University during the period of use of the fellowship."

16) not to exceed, should the contract/s for which this application is submitted be assigned, the maximum limit of 120 hours of teaching per academic year;

17) not to hold research grants

to hold research grants and not to exceed the maximum overall limit of sixty hours of teaching activity per academic year, in compliance with the provisions of article 5, paragraph 6, of the University regulations on the awarding of research grants referred to in art. 22 of law December 30, 2010, n. 240, issued by rector's decree 14 May 2020, n.

550, which states: "The holder of a research grant may carry out self-employment activity only upon prior authorization from the Board of the Administrative Unit, based on a reasoned opinion from the Scientific Supervisor of the grant, after verifying that such activity is:

- a. compatible with the exercise of the research activity planned for the grant;
- b. not detrimental to the conduct of research activities;
- c. not involving a conflict of interest with the specific research activity carried out;

also taking into account the reporting rules established by the funding body."

18) to possess the following assessable qualifications [optional.

Alternatively, a statutory declaration (dichiarazione sostitutiva di atto di notorietà) may be submitted and attached to this application]:

.....  
.....  
.....

The undersigned chooses, for the purposes of this procedure, their address for service at the following address, undertaking to promptly communicate any changes and recognizing that the Administration assumes no liability in case of non-traceability of the recipient.

Surname ..... Name ..... Acquired Surname ..... (if necessary for postal delivery purposes) Via ..... n. .... Municipality ..... Province ..... ZIP/Postcode ..... landline phone ..... cell phone ..... e-mail address .....

The candidate accepts the provisions of art. 65 of Legislative Decree no. 30 of 2005 (Industrial Property Code, as subsequently amended and integrated) and art. 2 c.1 of the "Regulations for the management of industrial and intellectual property rights with reference to research activities carried out by university personnel".

The candidate undertakes, pursuant to Legislative Decree 81/08 and the "University Regulations for health and safety in the workplace" of the University of Florence (Decree prot. n. 79162 of 26/05/2017), in cases where the conditions are met and the relevant case applies, to cooperate in the correct implementation of the measures put in place for the prevention of health risks and for safety in the workplace, fulfilling the obligations provided for by current legislation and observing the instructions given by the subjects in charge.

The candidate, if by reason of the specific activity carried out they are exposed to specific and identified risks, undertakes to undergo the health checks provided for by the legislative and regulatory provisions in force or ordered by the competent physician within the scope of the health surveillance activity provided for by art. 41 of the cited Legislative Decree.

The candidate also notes that the University of Florence adopts prevention and protection measures before activities involving risk are carried out, informing workers about health and safety risks and the related prevention and protection measures to be adopted.

The candidate undertakes to attend training courses on health and safety in the workplace with reference to the activity carried out and in compliance with the provisions of the State-Regions Agreement of 21/12/11.

Attached hereto:

- a curriculum of studies and professional CV in European format (the file size must not exceed 1 MB);
- list of publications;
- copy of publications, with the exception of retired Professors and Researchers of the University;
- copy of the tax code (Codice Fiscale);

- copy of a valid identification document.

[optional]:

as well as a certified copy of the official translation of the qualification obtained abroad

as well as the statutory declaration (dichiarazione sostitutiva di atto di notorietà) of assessable qualifications [if not declared in the application form]

as well as a copy of the aforementioned qualifications [optional, in addition to what is declared in point 17) or in the statutory declaration mentioned above].

The undersigned declares, pursuant to articles 47, 38 and 19 of Presidential Decree (D.P.R.) 28.12.2000 n. 445, that the documents sent together with this application form conform to the originals.

The undersigned notes that the processing of their personal and sensitive data will take place according to the procedures established by EU Regulation 2016/679 (GDPR) on the protection of natural persons with regard to the processing of personal data.

The undersigned also notes that the curriculum vitae et studiorum and the declarations made for which, pursuant to current legislation, compliance with transparency obligations is required, will be published on the Administration's website in a dedicated section of "Transparent Administration" (Amministrazione Trasparente).

The undersigned undertakes to promptly notify any changes to the above contact details that may occur subsequent to the date of submission of this application.

The undersigned also declares to have read the content of the comparative evaluation procedure notice.

Florence, .....

Signature

.....  
**ATTACH AN UNCERTIFIED COPY OF A VALID IDENTIFICATION DOCUMENT**