

Application for one-off/temporary collaboration with remuneration over Euro 400,- gross (incl. fees)¹

(only valid for individuals)

Note: According to the directive from the rectorate "procedures for concluding service contracts", this application must be made at least 14 calendar days before the provision of the service to CHECKWerkvertrag@moz.ac.at. The applicant is responsible for any delays caused by late applications.

1. APPLICANT²

Title, first name, surname:	
Cost centre/Order:	/
Department/Institution:	

2. Details of the CONTRACTOR

Mr Mrs Other

Title, first name, surname:	
Address:	
Date of birth:	
Nationality:	

Is the contractor an active official at an Austrian university at the same time:	<input type="checkbox"/> Yes ³ (see point 5) Department: <input type="checkbox"/> No
Does an employment relationship exist with Mozarteum University at the time the service is provided?	<input type="checkbox"/> Yes (see point 5) <input type="checkbox"/> No
Tax ID ⁴ :	
Is the contractor self-employed, has several clients and is covered by social security due to this activity? If yes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Confirmation from the competent social security body is provided, e.g. most recent contribution statement or A1 form for foreigners!

3. DETAILED DESCRIPTION OF THE SERVICE

Lecture/Seminar/Workshop Artistic performance Other service

3.1	Detailed description of the activity:
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¹ Application only applies to regularly staff/MA students/lecturers.

² The applicant is the cost manager for the respective department/institution.

³ If the contractor is employed as part of an official federal service contract, their remuneration is paid as an ancillary benefit to be collected from their place of employment (§ 240a BDG).

⁴ Self-employed entrepreneurs who are registered for VAT must provide a tax ID.

3.2	Can the working time/place of work be freely planned or is this to be agreed with the client?	<input type="checkbox"/> Yes <input type="checkbox"/> No Details:
3.3	Are there specific work instructions (e.g. specific guidelines) compliance with which is to be checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No Details:
3.4	Project name:	
3.5	Date - on:	
3.6	Period - from to :	From to
3.7	Specific duration for lectures/seminars/workshops <u>in addition to the curriculum</u>	<input type="checkbox"/> < 2 days (approx. 12 hrs) <input type="checkbox"/> < 3 weeks (approx. 120 hrs) <input type="checkbox"/> >= 4 weeks (approx. 160 hrs)

Notes on lectures/seminars/workshops:

Curricular teaching must not be calculated as a work contract and is to be commissioned exclusively by the vice rector for teaching via the teaching management department. The client confirms with their signature that the lecture/seminar/workshop in question is not curricular teaching. In case of doubt, the vice rector for teaching makes the decision.

4. FEES:

Desired gross amount (in euros)	€
The amount is to cover all costs of the service provided. Special billing of travel and hotel costs is not possible. Any additional costs due to taxes or contracts with non-resident taxpayers are to be considered in the budget.	

5. SECONDARY EMPLOYMENT

If a valid employment relationship exists at the time the service is provided

Desired gross amount (in euros; Payment via payroll)	€
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Note on the existence of secondary employment for employees of Mozarteum University Salzburg:

The form "payment as secondary employment" must be used (after the provision of the service). Fee notes from employees are only accepted after verification and approval by the HR Department.

Date	Signature of the department/ institution /project management⁵	Date	Contractor's signature
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To be completed by the management: Cost centre/internal order:			
Cost centre charge of €	ZS-QU1:	USt/RCS:	Steuer-KZ.....
Budgetary coverage <input type="checkbox"/> Yes <input type="checkbox"/> NO:			
Approval of fees/work contract (rector or rector member):			

⁵ The application must be signed by the department, institute or project management responsible for the costs and by the contractor.