



**With the consent of the Rector of Poznan University of Technology
the Director of the Centre of Languages and Communication
at Poznan University of Technology**
announces a competition for **3 positions** as an **English language Teacher**
in the field of humanities, discipline of linguistics, English philology

Period of employment in the Centre of Languages and Communication
from 1 October 2021 to 31 August 2022

Fixed-term employment contract

Candidates entering the competition have to meet the requirements specified in the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), in the Statute of Poznan University of Technology and Ordinance No. 66 of the Rector of Poznan University of Technology of 20 November 2020 on the introduction of the Principles of HR policy

and have to possess the following qualifications:

1. PhD degree or Higher education diploma in English philology or linguistics,
2. skills and experience (minimum 1 year) in teaching adults,
3. pedagogical preparation,
4. good knowledge of computer programs (Office),
5. availability, communicativeness and resourcefulness in performing teaching and organizational tasks in the Centre of Languages and Communication.

Applicants entering the competition are asked to submit the following documents:

1. application for employment addressed to the Rector of Poznan University of Technology by the Director of the Centre of Languages and Communication,
2. CV
3. qualification sheet*,
4. personal data form for a candidate applying for employment,
5. copies of diplomas,
6. copies of completed courses,
7. references from previous employers,
8. declaration that Poznan University of Technology will be the candidate's place of primary employment*,
9. statement, in accordance with Article 113 of the Act of 20 July 2018. - Law on Higher Education and Science (Journal of Laws, item 1668, with later amendments)*.

Candidates interested in entering the competition should send the required documents by registered mail to the following address: Centrum Języków i Komunikacji Politechniki Poznańskiej, ul. Piotrowo 3a, 60-965 Poznań until **21.07.2022, by 12:00 noon**.

The competition will be adjudicated on **22.07.2022**.

We reserve the right to reply to only selected candidates. We do not return the submitted documents. In the event that none of the candidates receives positive evaluation by the selection board or in the absence of candidates, the competition will be closed. The competition may be canceled or closed without giving any reason.

* Documents available for download at www.clc.put.poznan.pl



Information clause for recruitment purposes

In accordance with Article 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 /EC (hereinafter referred to as GDPR), we advise that:

1. The administrator of your personal data is **Poznan University of Technology, Pl. Marii Skłodowskiej - Curie 5, 60-965 Poznań**, e-mail: biuro.rektora@put.poznan.pl, phone: 61 665 3639.
2. The personal data inspector is Piotr Otomański, e-mail: iod@put.poznan.pl.
3. Your data obtained by submitting a personal data form will be processed on the basis of article 6, paragraph 1 (c) GDPR pursuant to article 22 of the Act of 26 June 1974 - Labour Code. Any personal data provided by you beyond the scope indicated in the personal data form will be processed on the basis of voluntarily and consciously expressed consent in connection with article 6, paragraph 1 (a) and article 9, paragraph 2 (a) GDPR).
4. Personal data are not transferred to processing entities. However, they may be made available to bodies authorized to process them on the basis of legal provisions.
5. Personal data will be kept only for the duration of the recruitment process and 3 months after its completion.
6. You have the right to access your personal data, the right to rectify them and, if applicable, also to delete them and limit processing, the right to transfer data and the right to object to their processing.
7. You have the right to lodge a complaint with the President of the Office for Personal Data Protection when you feel that the processing of your personal data violates the provisions of the General Data Protection Regulation (GDPR) of 27 April 2016.
8. Providing personal data by you is a statutory requirement. You are obliged to provide them. By not providing personal data, you will not be able to participate in the recruitment process.
9. In the case of data whose processing is based on consent, you have the right to withdraw your consent at any time. However, this will not affect the lawfulness of their processing which had been carried out on the basis of consent before its withdrawal.
10. Your data will not be processed in an automated way, including profiling.