**FORM FOR EMPLOYERS**

INSTITUTION: University of Bielsko-Biala

CITY: Bielsko-Biala

POSITION: Lecturer

WORKING TIME: full-time

DISCIPLINE: Linguistics

POSTED: 2.06.2025

EXPIRES: 2.07.2025

TERMINATION OF THE RECRUITMENT PROCESS: by 15.07.2025

PLANNED DATE OF EMPLOYMENT: 01.10.2025

WEBSITE: <https://oferty-pracy.ubb.edu.pl/>

WEBSITE OF OTM-R POLICY: <https://ubb.edu.pl/polityka-OMT-R>

KEY WORDS**:** lecturer, English language

**REQUIREMENTS:**

* Master’s degree in English Philology with a teaching specialization and pedagogical qualifications;
* willingness to actively engage in Foreign Language Centre activities: organizing language workshops, participating in events promoting language learning;
* willingness to participate in conferences, training, and educational projects organized by the Centre or other institutions;
* completed (in Poland and/or abroad) courses/training concerning the use of modern technologies in teaching foreign languages;
* willingness to further develop in the field of language teaching methodology;
* experience in teaching technical, medical, or business English is an asset;
* long-term stay in an English-speaking country is an asset;
* teaching experience in higher education is an asset.

**REQUIRED DOCUMENTS:**

* Job application addressed to Rector Jacek Nowakowski, PhD, DSc, Eng.
* CV;
* Personal questionnaire;
* Copy of diploma;
* Candidate’s consent for data processing;
* Statement declaring UBB as the only place of academic employment;
* Statement with information clause.

**DOCUMENTS SHOULD BE SUBMITTED TO:** Education and Student Affairs Office of the University of Bielsko-Biala, Bielsko-Biała, ul. Willowa 2, building L, room 305, (telephone: +48/33/82 79 281.).

**Selected candidates who submit a complete set of documents and meet the above requirements will be invited to an interview, the date of which will be notified by phone or e-mail.**

More detailed information can be obtained from the Department of Communication Theory and Practices, telephone: +48/33/82 79 281.

**According to the article 13, paragraph** **1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR), we inform you that:**

1. 1) the administrator of your personal data is the University of Bielsko-Biala with its seat at ul. Willowa 2, 43-309 Bielsko-Biała;
2. The Administrator has appointed a Data Protection Inspector, whom you can contact by e-mail: iod@ubb.edu.pl or by phone: 33 8279344;
3. Your personal data will be processed solely for the purpose of carrying out the recruitment process for the position of academic teacher. The legal basis for the processing of your personal data is the fulfilment of the legal obligation incumbent on the Administrator (Article 6, section 1, 1 letter c GDPR), resulting from the Law on Higher Education and Science (i.e. Journal Of Laws of 2024, item 1571), in conjunction with Article 22¹ § 1 and 2 of the Labor Code. If you provide data that goes beyond the catalogue of data described in the Labour Code, the basis for data processing will be your consent (Article 6, section 1 letter a GDPR). In the case of a disabled person applying for employment, the legal basis for processing health data is the fulfilment of obligations in the areas of labour law, social security and social protection (Article 9 section 2 letter b in connection with Article 6 section 1 letter c GDPR). Your personal data may also be processed for the purpose of defending against claims based on (Article 6 section 1 letter f GDPR) – processing is necessary for the purposes of legitimate interests pursued by the Controller and/or (Article 9 section 2 letter f GDPR) – processing is necessary for the establishment, exercise or defence of legal claims.
4. Your data will only be transferred to:
* entities authorized to obtain personal data under the law,
* persons authorized by the Administrator to process data as part of their official duties,
* entities with which the Administrator has concluded appropriate data processing agreements;
1. Your personal data collected during the recruitment process will be stored until the recruitment process is completed.
2. You have the right to access the content of the data and to rectify the data, to have it removed or to limit the processing, as well as the right to object, to demand that the processing
and transferring of the data be discontinued, and the right to withdraw your consent at any time;
3. You have the right to lodge a complaint with the President of the Personal Data Protection Office in Warsaw if you believe that the processing of your personal data violates the law;
4. The personal data provided by you will not be subject to automated decision-making, including profiling;
5. The Administrator has no intention of transferring personal data outside the European Economic Area (EEA);
6. Providing your personal data to the extent required by law is voluntary, but necessary to participate in the recruitment process. Providing other personal data is voluntary.

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name/s and surname:

**DECLARATION**

I hereby declare that, having regard to the information contained in the above clause, I give my consent voluntarily for the University of Bielsko-Biala to process my personal data provided in my CV, letter of application, and other documents attached, for the purpose of the recruitment procedure.

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Signature of the candidate