

## Personnel Questionnaire

**Important notice:** Incomplete or incorrectly completed personnel questionnaires will not be processed by us and may result in additional costs or delayed payroll payments. Particular attention must be paid to the correct tax identification number, insurance number, bank account number (IBAN) and the precise designation of the health insurance provider. These items have been highlighted in red for you.

Company name:

### The following information must be completed by the employee:

#### Personal data

<b>Surname:</b>	<b>Given name:</b>		
<b>Birth name:</b>	<b>Marital status:</b>	<input type="checkbox"/> married	<input type="checkbox"/> not married
<b>Street and house number:</b>	<b>Post code and city:</b>		
<b>Date of birth:</b>	<b>Gender:</b>	<input type="checkbox"/> male	<input type="checkbox"/> non-binary
		<input type="checkbox"/> female	<input type="checkbox"/> other
<b>Place and country of birth:</b>	<b>Severely disabled:</b>	<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Nationality:</b>	For construction wages: Employee number Social security fund – Construction		
<b>Insurance number:</b>	<b>Tax identification number / tax class:</b>		
<b>Account holder</b> (precise designation):			
<b>Bank account number (IBAN):</b>	Sort code / bank ID (BIC):		
Do you have other employments? <input type="checkbox"/> yes <input type="checkbox"/> no	Is this employment a “mini-job” (low income employment under german law)? <input type="checkbox"/> yes <input type="checkbox"/> no		
Employed in the construction industry since:	Is this a <input type="checkbox"/> main / <input type="checkbox"/> secondary occupation subject to social security contributions?		

Children for whom parental status can be proven (also applies when the child reaches the age of majority): <sup>1</sup>		
Surname:	Given name:	Date of birth (DD.MM.YYYY):
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## Social security

<b>Health insurance:</b> (precise designation)	<input type="checkbox"/> statutory: _____
	<input type="checkbox"/> private <sup>2</sup> : _____

<b>Highest level of education:</b>	<input type="checkbox"/> No school leaving certificate	<b>Highest level of vocational training:</b>	<input type="checkbox"/> Without vocational qualification
	<input type="checkbox"/> Haupt- / Volksschulabschluss (completion of lower secondary school certificate)		<input type="checkbox"/> Recognised vocational qualification
	<input type="checkbox"/> Mittlere Reife / gleichwertiger Abschluss (intermediate secondary school certificate or equivalent)		<input type="checkbox"/> Master craftsman / technician / equivalent technical college qualification
	<input type="checkbox"/> Abitur / Fachabitur (equivalent of A levels in UK)		<input type="checkbox"/> Bachelor's degree
			<input type="checkbox"/> Diploma / graduate degree / master's degree / state examination certificate
			<input type="checkbox"/> PhD

## Status at commencement of employment

<input type="checkbox"/> Pupil	<input type="checkbox"/> Self-employed
<input type="checkbox"/> Student	<input type="checkbox"/> Employee with main occupation subject to social insurance contributions
<input type="checkbox"/> School leaver intending to pursue vocational training	<input type="checkbox"/> Employee on unpaid leave from main occupation
<input type="checkbox"/> School leaver intending to study	<input type="checkbox"/> Employee on parental leave from main occupation
<input type="checkbox"/> School leaver intending to do voluntary service	<input type="checkbox"/> Full pensioner before reaching the standard retirement age
<input type="checkbox"/> Unemployed job / training seeker	<input type="checkbox"/> Full pensioner after reaching the standard retirement age
<input type="checkbox"/> Volunteer	<input type="checkbox"/> Pension recipient upon reaching a certain age
<input type="checkbox"/> Intern	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Civil servant	

## Information about registering as a job seeker or trainee

Are you unemployed at the start of your employment and registered with the (Federal) Employment Agency as seeking work or training?

Yes, at the Employment Agency in \_\_\_\_\_

receiving benefits     without receiving benefits     no

<sup>1</sup> Further details can be provided on the supplementary sheet of the same name.

<sup>2</sup> A membership certificate must be presented.

**Information on taxable periods of previous employment in the current calendar year**

Period from	Period until	Type of employment	Number of working days

**Employment or self-employment abroad:** You are currently employed by another employer abroad or are self-employed.

yes     no

If so: I am currently engaged in the following activities abroad (attach certificate A1):

Start and end of employment	Employer with address or place of work



**The following information must be completed by the employer:**

**Employment**

<b>Entry date:</b>	<b>Personnel number:</b>	<b>Employment company:</b>
<b>Job title:</b>		<b>Cost centre:</b>
<b>Weekly working hours:</b> <input type="checkbox"/> full-time <input type="checkbox"/> part-time		<b>Daily working hours</b> Mon:___ Tue:___ Wed:___ Thu:___ Fri:___ Sat:___ Sun:___

**Short-term employment**

Short-term employment is when the job is for a period that's usually limited to no more than three months or a total of 70 working days in a calendar year, or is limited in advance by contract.	
Is this a short-term employment in this sense?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there any previous short-term employment?	<input type="checkbox"/> yes <input type="checkbox"/> no
If so, does this lead to the aforementioned requirements being exceeded?	<input type="checkbox"/> yes <input type="checkbox"/> no

**Fixed-term contract**

<input type="checkbox"/> The employment contract is fixed-term / <input type="checkbox"/> fixed-term for a specific purpose / <input type="checkbox"/> not fixed-term.	Fixed-term employment contract until:
<input type="checkbox"/> Written conclusion of the fixed-term employment contract.	Employment contract concluded on:
<input type="checkbox"/> Temporary employment is planned for at least 2 months, with the prospect of continued employment.	

**Remuneration<sup>3</sup>**

Designation	Amount of money	Valid from	Hourly wage	Valid from
Designation	Amount of money	Valid from	Hourly wage	Valid from

<sup>3</sup> If this is a minor employment exempt from pension contributions, please attach the pension exemption application signed by both parties.

**Declaration by the employee:** I confirm that the above information is true and accurate. I undertake to inform my employer immediately of any changes, in particular with regard to other employment (in terms of type, duration and remuneration).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
For minors, signature of legal representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the employer

