## COMPANY NAME:



# Information on the new employee

Personnel number:

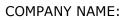
Dieser Personalfragebogen dient zur Vorerfassung von Personaldaten für das DATEV-Lohnabrechnungsprogramm. Zur Wahrung der Aufbewahrungsfrist wird der ausgefüllte Personalfragebogen von dem Arbeitgeber / der lohnabrechnenden Stelle gespeichert.

#### Personal data

Surname, maiden name as applicable	Given name
Street and house number (incl. additional information)	Post code, city
Date of birth	Gender
Insurance number (as per social security card)	
Place, country of birth – only if without insurance number	Severely disabled  U yes I no
Nationality	Employee number, pension fund - construction
Bank account number (IBAN)	Sort code/bank ID (BIC)

#### Employment

Date	employment contract begins	First day	Place of employment		
Desc	ription of profession		Job performed		
High	est level of education		High	est level of professional training	
	No school leaving certificate		No vocational training		
	····· · ··· · · · · · · · · · · · · ·			Officially recognised vocational training	
	secondary education)			Master craftsman/technican/equivalent degree	
	School leaving certificate or e	quivalent	□ Bachelor's degree		
	Abitur/Fachabitur (equivalent	of A levels in UK)		Diploma/graduate degree/master's degree/state	
				examination certificate	
				PhD	





Date apprenticeship begins	Planned date apprenticeship ends
Holiday entitlement (calender year)	Cost centre
Weekly/daily working hours   full time  part time	Department number
Employed in construction industry since	Person group

Electronical acceptance of certificates (Bea) I object to my income statements (earned and additional) being forwarded electronically to the Bundesagentur für Arbeit (Federal Employment Office).

## **Terms of employment**

The term of employment is fixed	Written conclusion of a fixed-term employment contract
□ The term of employment is fixed for a purpose	<ul> <li>Fixed-term employment is planned for at least two months, with prospects of further employment</li> </ul>
Employment contract fixed until	Employment contract concluded on

## Taxes - Information as per income tax card

Official Municipality/community key	Tax office number	Identification number
Tax class/factor	Number of exemptions for children	Denomination

## **Social insurance**

State insurer	Legislated state insurer evaluation		
	Health insurance   Pension insurance   Retirement insurance   Nursing care insurance		
State insurer number	Accident insurance risk tariff		
Parenthood   yes  no	DEÜV-status		

## COMPANY NAME:



#### Compensation

Description	Amount	Valid for	Hourly wage	Valid from	
Description	Amount	Valid for	Hourly wage	Valid from	
Description	Amount	Valid for	Hourly wage	Valid from	

## Capital-forming benefits (VWL)

Recipient	Amount	Employer share (monthly amount)
	Since	Contract number
Bank account number (IBAN)	Sort code/bank ID (BIC)	

## **Employment documents**

Employment documents			
Employment contract	At hand	Company retirement provision	□ At hand
Income tax card/written confirmation of income tax	□ At hand	Declaration of earning for previous	□ At hand
Social insurance ID	At hand	employment	
State insurance membership certificate	□ At hand	For evaluation of insurance exemption regarding health insurance	□ At hand
Private health insurance	□ At hand	Severely disabled ID	At hand
certificate		Pension fund documents	□ At hand
Capital-forming benefits (VWL) contract	□ At hand	construction/painting	
Proof of parenthood	At hand		

## Information of taxable previous employment periods in the current calendar

year (these are time periods of employment accounted for on the income tax card)

Time period from	Time period to	Type of employment	Number of employment days

## COMPANY NAME:



## Declaration by the employee:

I affirm that the above information is correct. I undertake to inform my employer without delay of any changes, in particular with regard to further employment (in respect of type, duration and remuneration).

Date

Employee signature

Date E

Employer signature

Date For minor signature of legal guardian