COMPANY NAME:



Information on the new employee

Personnel number:

nnel number:

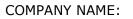
Dieser Personalfragebogen dient zur Vorerfassung von Personaldaten für das DATEV-Lohnabrechnungsprogramm. Zur Wahrung der Aufbewahrungsfrist wird der ausgefüllte Personalfragebogen von dem Arbeitgeber / der lohnabrechnenden Stelle gespeichert.

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 ves no
Nationality	Employee number, pension fund - construction
Bank account number (IBAN)	Sort code/bank ID (BIC)

Employment

	employment contract begins	First day	Place of employment	
Description of profession		Job performed		
High	est level of education		High	est level of professional training
	No school leaving certificate			No vocational training
□ Haupt-/Volksschulabschluss (completion of			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	Fixed-term employment is planned for at least two months, with prospects of further employment
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	

Personnel Questionnaire (fields with a grey background are to be filled in by the employer)

COMPANY NAME:



Compensation

compensat					
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 Em

Employer signature

Date For minor signature of legal guardian