

Personnel questionnaire

for workers with mini jobs or short-term employment
(employee is to leave grey fields blank)



Schimmel

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Company:

Employee name

Personnel number

Personal data:

| | |
|--|---|
| Surname Maiden name as applicable | Given name |
| Street and house number, incl. additional information | Postcode, city |
| Date of birth | Gender <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Insurance number (as per social insurance card) | Marital status |
| Place, country of birth – only if without insurance number | Severely disabled <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Nationality | Employee number Pension fund – construction |
| Account number (IBAN) <input type="checkbox"/> Cash payment | Sort code/Bank ID (BIC) |

Employment

| | | |
|---|---|--|
| Date employment contract begins | First day | Place of employment |
| Profession | Job performed | |
| <input type="checkbox"/> Volkschule/Hauptschule (completion of secondary education) <input type="checkbox"/> Abitur (equivalent of A levels in UK) <input type="checkbox"/> Technical school/university <input type="checkbox"/> University degree | Professional training <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Holiday days due (calendar year) | Weekly/daily working hours | Employed in construction industry since |
| Cost centre | Department number | Person group |

Status at beginning of employment

| | | |
|--|--|---|
| <input type="checkbox"/> Employee | <input type="checkbox"/> School pupil | <input type="checkbox"/> University applicant |
| <input type="checkbox"/> Employee on parental leave | <input type="checkbox"/> Unqualified | <input type="checkbox"/> Military/social service |
| <input type="checkbox"/> Unemployed | <input type="checkbox"/> Self-employed | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Civil servant | <input type="checkbox"/> Student | |
| <input type="checkbox"/> Housewife/house husband | <input type="checkbox"/> Social welfare recipient | |

Taxes – information as per income tax card

| | | |
|---|--|---|
| Official municipality/ community key | Tax office no. | Identification no. |
| Tax class/ factor | Number of exemptions for children | Religion |
| | | 2% flat tax <input type="checkbox"/> Yes <input type="checkbox"/> No |

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Social insurance

| | | | |
|--|--|----------------------------------|---|
| Health insurance | <input type="checkbox"/> State | <input type="checkbox"/> Private | Name of state/ private insurer |
| For workers with mini jobs only: option for increasing pension insurance payments (§ 5, para. 2, no. 2 Social Security Code (SGB VI)) | <input type="checkbox"/> Refuse pension-insurance option <input type="checkbox"/> Exercise pension-insurance option (waive pension-insurance exemption) | | |

Compensation

| Description | Amount | Valid from | Hourly wage | Valid from |
|-------------|--------|------------|-------------|------------|
| Description | Amount | Valid from | Hourly wage | Valid from |

Employer/employee savings account (WVL) – only required if contract is at hand

| | | |
|----------------------------------|------------------------------------|--|
| Recipient | Amount | Employer share (monthly amount) |
| | Since | Contract number |
| Account number (IBAN) | Sort code/bank ID (BIC) | |

Information on additional employment (for short-term employees, also on previous jobs from the year before)

| Time period | Employer | Type of work | Weekly hours |
|-------------|----------|---|--------------|
| | | <input type="checkbox"/> Mini job <input type="checkbox"/> Non-mini job employment <input type="checkbox"/> Short-term employment | |
| | | <input type="checkbox"/> Mini job <input type="checkbox"/> Non-mini job employment <input type="checkbox"/> Short-term employment | |

Information on employment documents

| | | |
|--|------------------------------------|--|
| • Employment contract | <input type="checkbox"/> At hand | <input type="checkbox"/> Included |
| • Income tax card/number of days employed at previous employer(s) | No. of days employed | <input type="checkbox"/> Included |
| • Social insurance ID | <input type="checkbox"/> Presented | <input type="checkbox"/> Copy included |
| • VWL contract | <input type="checkbox"/> At hand | <input type="checkbox"/> Included |
| • School/university certificate | <input type="checkbox"/> At hand | <input type="checkbox"/> Included |
| • Severely disabled ID | <input type="checkbox"/> Presented | <input type="checkbox"/> Copy included |
| • Pension fund documents construction/painting | <input type="checkbox"/> At hand | <input type="checkbox"/> Included |

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

Employer signature