|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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  male  female | | | diverse  undetermined |
| Insurance number(as per social security card) | | | |  | | | |
| Place, country of birth– *only if**without insurance number* | | | | Severely disabled | | | YesNo |
| Nationality | | | | Employee number, pension fund – construction | | | |
| Bank account number (IBAN) | | |  |  | | | |
| **Employment** | | | | | | | |
| Entry date | | First day | | Place of employment | | | |
| Description of profession | | | | Job performed | | | |
| Highest level of education | Volkschule/Hauptschule (completion of secondary education)  No school leaving certificate | | | Highest level of professional training | | no vocational training  Officially recognised  vocational training  Master  craftsman/technican/similar degree  Bachelor´s degree  Diploma/graduate degree/Master´s degree/state eximination certificate  PhD  Unknown | |
| Abitur /Fachabitur (equivalent of A levels in UK) | | |
| School leaving certificate or equivalent | | |
| unknown | | |
| Holiday entitlement (calendar year) | | Weekly working hours | | | Employed in construction industry since | | |
| Cost centre | | Department number | | | Person group | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If applicable, distribution of weekly working hours | Monday | | Tuesday | |
| Wednesday | Thursday | | Friday | |
| Saturday | Sunday | |  | |
| **Status at beginning of employment** | | | | |
| Employee | | School pupil | | University applicant |
| Employee on parental leave | | Unqualified | | Military/social service |
| Unemployed | | Self-employed | | Other: |
| Civil servant | | Student | |  |
| Housewife/househusband | | Social welfare recipient | |  |

**Temporary employment**

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| --- | --- | --- |
| Type of fixed-term contract  Fixed term  Permanent  Fixed-term ending on completion of assignment | Written conclusion of a fixed-term employment contract  Fixed term employment is planned for at least two months, with prospects of further employment | Employment contract fixed until:  Employment contract concluded on: |

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| **Taxes** – Information as per income tax card | | | | | | | | | | | | | | | | |
| Identification number | | | Blanket allowance 2,00 %  20,00 % | | | | | | | | | Identification number | | | | |
| Tax class/factor | | | Number of exemptions for children | | | | | Denomination | | | | Burden shifted to employee | | | | Yes No |
| **Social insurance** | | | | | | | | | | | | | | | | |
| Health insurance | State  Private | | | | | | | | Name of state/private insurer | | | | | | | |
| Accident insurance risk tariff | | | | | | | | | DEÜV-status  0 - no specification  1 - spouse / cohabitant / descendant  2 - managing partner ( GmbH) | | | | | | | |
| **For workers with mini jobs only:**  Employees option for the exemption from the accumulation of pension insurance ( acc. to § 6 sec. 1 b German Social Code VI) | | | | | Insurance exemption in the statutory pension insurance | | | | | | | | | | | |
| **Remuneration** | | | | | | | | | | | | | | | | |
| Description | | | | Amount | | | Valid from | | | | Hourly wage | | | Valid from | | |
| Description | | | | Amount | | | Valid from | | | | Hourly wage | | | Valid from | | |
| **Capital-forming benefits (VWL)** – only required if contract is at hand | | | | | | | | | | | | | | | | |
| Recipient | | | | | | Amount | | | | | | | Employer share (monthly amount) | | | |
| Since | | | | | | | Contract number | | | |
| Bank account number (IBAN) | | | | | | Sort code/bank ID (BIC) | | | | | | | | | | |
| **Information on additional employment** (for short-term employees also already terminated jobs from this calendar year) | | | | | | | | | | | | | | | | |
| **Time period** | | **Employer** | | | | | | | | **Type of work** | | | | | Weekly hours | |
|  | |  | | | | | | | | Mini job  Non-mini job employment  Short-term employment | | | | |  | |
|  | |  | | | | | | | | Mini job  Non-mini job employment  Short-term employment | | | | |  | |

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| --- |
| **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). |

**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).

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** |  | **Employee signature** |  | **Date** |  | **Employer signature** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** |  | **For minor signature of legal guardian** |  |  |  |  |