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| 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 | **[ ]** Yes **[ ]** No |
| 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 **[ ]** Mastercraftsman/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 |

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| 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** |

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