

# Personnel questionnaire

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

Employee name

Personnel number

**Personal data:**

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

**Employment**

<b>Date employment contract begins</b>		<b>First day</b>	<b>Place of employment</b>
<b>Profession</b>		<b>Job performed</b>	
<b>Education</b> <input type="checkbox"/> Volkshule/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		<b>Professional training</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Holiday days due (calendar year)</b>	<b>Weekly/daily working hours</b>		<b>Employed in construction industry since</b>
<b>Cost centre</b>	<b>Department number</b>		<b>Person group</b>

**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

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

**Social insurance**

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

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

<b>Recipient</b>	<b>Amount</b>	<b>Employer share (monthly amount)</b>
	<b>Since</b>	<b>Contract number</b>
<b>Account number (IBAN)</b>	<b>Sort code/bank ID (BIC)</b>	

**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**

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

<b>Date</b>	<b>Employee signature</b>	<b>Date</b>	<b>Employer signature</b>
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