

Personnel questionnaire

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

Company:

Employee name

Personnel 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	
Maiden name as applicable		Date of birth	
Street and house number (incl. additional information)		Post code, city	
Insurance number (as per social security card)		Gender ☐ Male ☐ Diverse ☐ Female ☐ Undetermined	
Place of birth		Country of birth	
Nationality		Employee number, pension fund – construction	
Severely disabled	☐ Yes ☐ No		
Bank account number (IBAN)	☐ Cash payment	Sort code/bank ID (BIC)	

Employment

Date employment contract begins	First day	Place of employment	
Description of profession		Job performed	
Education ☐ Volksschule/Hauptschule (completion of secondary education) ☐ Abitur (equivalent of A levels in UK) ☐ Technical school/university ☐ University degree		Professional training ☐ Yes ☐ No	
Holiday entitlement (calendar year)	Weekly/daily working hours	Employed in construction industry since	
Cost centre	Department number	Person group	

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	

Personnel questionnaire

for workers with mini jobs or short-term employment

(employee is to leave grey fields blank)

Company:

Employee name

Personnel number

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	2% flat tax ☐ Yes ☐ No

Social insurance

Health insurance ☐ State ☐ Private	Name of state/private insurer
Accident insurance risk tariff	DEÜV-status
For workers with mini jobs only: option for increasing pension insurance payments (§ 5, para. 2, no. 2 Social Security Code (SGB VI)) ☐ Refuse pension-insurance option ☐ 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

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	

Is the legal income border adhered to, if all monthly income is added up?

(Note for employer: verify social security evaluation)

☐ Yes ☐ No

Personnel questionnaire

for workers with mini jobs or short-term employment

(employee is to leave grey fields blank)

Company:

Employee name

Personnel number

Employment documents

• Employment contract	☐ At hand	☐ Included
• Income tax card/number of days employed at previous employer(s)	No. of days employed	☐ Included
• Social insurance ID	☐ Presented	☐ Copy included
• Application for exemption from pension insurance	☐ At hand	☐ Included
• Certificate of private health insurance	☐ At hand	☐ Included
• Capital-forming benefits (VWL) contract	☐ At hand	☐ Included
• School/university certificate	☐ At hand	☐ Included
• Severely disabled ID	☐ Presented	☐ Copy included
• Pension fund documents construction/painting	☐ At hand	☐ 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

Date

For minor signature of
legal guardian