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 Sort code/bank ID	(BIC)

Employment

Date employme	ent contract begins	First day	Place of emp	loyment
Description of profession		Job performed		
	Volkschule/Haupt secondary educat	schule (completion of ion)		
Education Abitur (equivalent of A levels in UK)		Professional training Yes No		
Technical school/university				
	University degree			
Holiday entitlen	nent (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	

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GRT Giehle Revision und Treuhand GmbH Wirtschaftsprüfungsgesellschaft Steuerberatungsgesellschaft

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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 ta	nriff		DEÜV-status
For workers with mini option for increasing pens payments (§ 5, para. 2, r Security Code (SGB VI))	sion insurance		-insurance option n-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?

□ Yes □ No

(Note for employer: verify social security evaluation)

Version dated: 10/2024

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Wirtschaftsprüfungsgesellschaft Steuerberatungsgesellschaft

Company:

Employee name

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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