

Personnel Questionnaire



Company name _____

Employee name _____

This personnel questionnaire is used to pre-record personnel data for the DATEV payroll accounting programme. In order to comply with the retention period, the completed personnel questionnaire is stored by the employer/payroll office.

Personal data

Surname, maiden name as applicable	Given name
Street and house number (incl. additional information)	Post code, city
Date of birth	Gender male undetermined female diverse
Insurance number (as per social security card)	Place, country of birth – only if without insurance number
Nationality	Severely disabled ja nein
Bank account number (IBAN)	Sort code/bank ID (BIC)

Employment

Date employment contract	First day	Job title
Trial period: yes no	Permanent employment contract	
Duration of the trial period: _____	Employment contract fixed until: _____	
Main employment		
Second job		
Do you practice more employments?	yes	no
Is this employment a Minijob?	yes	no
Do you report employment in several Member States?	yes	no
Highest level of education: No school leaving certificate Haupt-/Volksschulabschluss (completion of secondary education) School leaving certificate or equivalent Abitur/Fachabitur (equivalent of A levels in UK)	Highest level of professional training: No vocational training Officially recognised vocational training Master craftsman/technician/equivalent degree Bachelor's degree Diploma/graduate degree/master's degree/state examination certificate PhD	
Weekly working hours _____ h	full time part time	Daily working hours Mon Tue Wed Thu Fri Sat Son
		Holiday entitlement (per calendar year) _____ days

Taxes – Information as per income tax card

Identification number (11-digits)	Tax class/factor	Child tax allowance	Denomination
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Compensation

Salary/Amount	Hourly Wage
Company car Ja Nein	Cost centre, if applicable

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Social insurance

State insurer/Private insurance	Parenthood yes no
Additionally for privately insured persons: Please submit the last statutory health insurance fund for the calculation of pension- and unemployment insurance	

Children for whom parental status can be proven:

Name	Forename	Date of birth (DD.MM.YYYY)
Name	Forename	Date of birth (DD.MM.YYYY)
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Name	Forename	Date of birth (DD.MM.YYYY)

Wage and salary documents online via DATEV Arbeitnehmer Online

I would like to receive my pay slips online via DATEV Arbeitnehmer Online

I am informed that the documents will be available in the portal for 10 years. Should I leave the company, my access account will be automatically deactivated three months after leaving. In this case, I have to secure my documents in good time.

You can find more information about DATEV Arbeitnehmer online at www.datev.de/an-online.

Employment documents (Please submit applicable attachments)

Employment contract	At Hand
Contract/documents company car	At Hand
Private health insurance certificate	At Hand
Proof of parenthood e.g. birth certificate	At Hand
Pension fund documents construction/painting	At Hand
Capital-forming benefits (VWL) contract	At Hand
Severely disabled ID	At Hand
Certificate A 1	At Hand

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