

Personnel Questionnaire

Information for the creation of an instant registration
(employee is to leave grey fields blank)



Company:

Employee name

Personnel number

Personal data:

Surname

Given name

Nationality

Work permit limited until:

Gender Male Female

Insurance number

(as per social security card)

Date of employment

Additional information required if insurance number is not provided

Street and house number (incl. additional information)

Postcode, city

Maiden name

Date of birth

Place of birth

Country of birth

Notice periods: lawful:

other:

weeks

"I (employee) hereby declare my consent in accordance with the DSGVO that my personal data may be used for payroll accounting, stored and processed and stored by an IT service provider. In addition, I authorize the employer to archive data beyond the employment relationship for the duration of, among other things, the tax and social security retention periods. If the tax and social security retention periods have expired, my personal data must be deleted after termination of employment. The disclosure of data for certificates etc. within the framework of the employment relationship or for labour, social security and tax law as well as for professional association procedures is permitted; furthermore, the disclosure to other third parties is prohibited. "

Declaration by the employee:

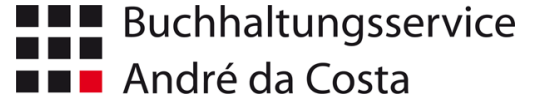
I affirm that the above information is correct. I have been informed of my legal obligation to carry and present my identification papers (see page 2) during my period of employment.

Date

Employee signature

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Excerpt from the law:

§ 28a

(4) Employers shall register the starting date of an employment contract on the day it begins with the data centre of the pension insurance carrier as per art. 2, insofar as they employ people in the following economic areas or economic sectors:

1. In the construction industry;	2. In the hotel and restaurant industry;	3. In the passenger transport industry;
4. In the freight-forwarding, transport and connected-logistics industries;	5. In the fairground entertainment industry;	6. For companies in the forestry sector;
7. In the commercial cleaning industry;	8. For companies involved in the assembly and disassembly of trade fairs and exhibitions;	9. In the meat sector.

Registration shall contain the following information on the employee:

1. Surname and given name,
2. Insurance number if known, otherwise the information required for issuing an
3. Insurance number (date, place and country of birth, address),
4. Employer's company number and
5. The date the employment contract begins.

Note for the employee:

**Legal obligation to carry and present identification papers
(as per §2a of the Act to Combat Illicit Work and Illegal Employment (SchwarzArbG))**

People who work in the economic areas or economic sectors listed above are legally obligated to carry their personal identification card, passport, substitute passport, or substitute identification card and present it to the customs authority upon request.