

Personnel questionnaire

This translation is to only help with Understanding. The compulsory Version is the German Version!
 Please fill out all the Information!

1. Personal Information

Last Name, First Name:

Address:

Phone number:

E-Mail-Address:

Name of Bank:

IBAN:

Birthname:

Birthdate, Birthplace:

Gender: female male diverse

Nationality:

Education/apprenticeship in:

License/class:

since:

Contract date:

Date of Entry:

2. Status at start of employment

Student (School)

Self Employed

University student

Employee with social security compulsory main Job

School Laid off with Work intention

Employee in on vacation

School laid off with intention to study in University

School laid off with intention for voluntary work

Employee on parental leave

Unemployed looking for work

retiree before standard retiring age

Voluntary worker

retiree after reaching standard retiring age

Apprentice

old age pensioner after reaching standard age limit

Officer/official

Further:

Information on reporting as a job seeker:

Are you without job at the beginning of employment relationship and are registered as a job seeker at the Agentur für Arbeit?

Yes, at the Agentur für Arbeit in

With support payment

without support payment

no

3. Tax information

Tax ID:

Tax class:

Child relief:

marital status:

4. Information on social security

Social security number:

I am insured in a statutory health insurance company.

no (proof of private insurance is added)

yes, with (health insurance company):

type of insurance: Self Membership Family insurance

accountable kids for Nursing Insurance-Bonus? Yes No

Voluntarily health insured? Yes No

Compensation from another compulsory insured employment no Yes, pay in €

5. Further employment

Highest occupational degree:

Highest educational degree:

a) for Minijobbers:

There currently are other/multiple employment relationships with other employers

no

yes. I am currently doing the following jobs:

| Start of employment | Employer with address | the employment is | marginal payment or below more than marginal payment | <input type="checkbox"/> with own contribution to pension insurance <input type="checkbox"/> without own contribution to pension insurance |
|---------------------|-----------------------|-------------------|--|---|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Note: A marginal employment/payment is considered an employment where the monthly wage is not higher than 520€. The Employer of a marginal employment must under certain requirements pay a lump sum for health- and pension insurance respectively together with the employee compulsory contribution to the pension insurance (See 5.). The employee has the possibility to apply for releasement of payment for pension insurance with their employer. As long as next to the more than marginal employment the employee only has a marginal employment, the main employment won't be added together with the marginal employment.

When there is another marginal employment (Minijob) does the total earnings (added to the new one) surpass 520€?

No

Yes

b) For short-term employees:

In the current calendar year i have already carried out one or multiple works or as registered as a registered job-seeker *.

- no
 yes:

| Start and End of work/registering as job seeker | Monthly wage | Actual worked days in that time span | Employer with adress or job seeking agency in charge |
|---|---|--------------------------------------|--|
| 1. | <input type="checkbox"/> more than 520 Euro | | |
| 2. | <input type="checkbox"/> more than 520 Euro | | |

c) Employment or self employment in a foreign country:

I currently have another employment in a different country with a different employer*.

- no
 yes. I am currently executing the following work in a foreign country:

| Start and end of employment | Employer with address |
|-----------------------------|-----------------------|
| 1. | |
| 2. | |

6. Notes

| Employers in the past 6 months |
|--------------------------------|
| |
| |
| |

7. Settlement

| | | | |
|----------------|------|----------------|------|
| Gross salary € | from | Gross salary € | from |
| Hourly wage € | from | Hourly wage € | from |

8. Capital formation savings payment/direct insurance

| Capital formation savings payment/direct insurance at | | | |
|---|----------|-----------|------|
| Contract-Nr. | Amount € | Subsidy € | from |

Date, Signature WORKFIELD GmbH

Date, Signature (Employer)

9. Release from pension insurance payment duty

The employee in a marginal employment can apply to be released from compulsory insurance of the national pension insurance in writing form with the employer.

No, I don't want to be released from compulsory pension insurance.

Yes, i want to be released from paying compulsory pension insurance. (Please fill out the attached form)

Ich bin Altersvollrentner nach Erreichen der Regelaltersgrenze bzw. Versorgungsempfänger nach Erreichen einer Altersgrenze und rentenversicherungsfrei. Eine Befreiung von der Versicherungspflicht in der Rentenversicherung ist deshalb nicht erforderlich.

Assure that all information above is the truth. I obligate myself, to inform my employer about any changes, especially when starting other jobs and will let my employer know immediately.

Place, Date

Signature (Employee)