

Personnel questionnaire

Information for the creation of an immediate report
(according to 2.SVÄndG §28a, paragraph 4)
(fields with gray background are to be filled in by the employer)



Steuerkanzlei
Andrea Leißring
Dipl.-Kauffrau (FH)

Company:

Name of the employee

Personnel number

personal information:

surname	first name
citizenship	gender <input type="checkbox"/> male <input type="checkbox"/> female
social security number	day of employment

If the social security number is not provided, further information is required

street and house number	postcode, location
birth name	date of birth
place of birth	native country

Declaration of the employee:

I certify that the above information is true and correct. I have been informed of the legal requirement to carry and present my identification documents (see page 2) during employment.

date

signature employee

date

for minors

signature of the legal representative

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Extract from the law (translated):

§ 28a

„(4) Employers must report the date of commencement of an employment relationship to the data office of the pension insurance institutions in accordance with sentence 2 when the employment relationship commences, provided that they employ persons in the following economic sectors or branches of the economy:

1. in construction,
2. in the catering and accommodation industry,
3. in the passenger transport sector,
4. in the haulage, transport and the linked logistics industry,
5. in the exhibitor trade,
6. at companies in the forestry industry,
7. in the building cleaning industry,
8. at companies involved in the construction and dismantling of trade fairs and exhibitions,
9. in the meat industry.

The report contains the following information about the employee:

1. the surname and the first names
2. the social security number, if known, otherwise the data necessary for the assignment of an insurance number (date, place and country of birth, address),
3. the employer's company number and
4. the date of commencement of employment.“

Note for the employee:

Obligation to carry and present identification documents

(acc. to § 2a of Schwarzarbeitsbekämpfungsgesetzes)

When providing services or works, persons working in the above-mentioned economic sectors or branches are obliged to carry their identity card, passport, passport substitute or identity card substitute and to present them to the authorities of the Customs Administration upon request.