Personnel Questionnaire

Information for the creation of an instant registration

(as per art. 2, § 28a, para. 4 of the German SVÄndG Act)
(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	**Given name**
Nationality	**Gender** ☐ **male** ☐ **diverse** ☐ **female** ☐ **undetermined**
Insurance number (as per social security card)	**Date of employment**
Street and house number (incl. additional information)	**Postcode, city**
Maiden name	**Date of birth**
Place of birth	**Country of birth**

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

Date | For minor signature of legal guardian

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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
10. In prostitution
11. In the security and security industry

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 insurance number (date, place of birth, address),
3. Employer's company number and
4. 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.