

Employer's particulars	Employer's name: Employer's address: Postcode and town: Chamber of Commerce number:	<div style="background-color: #cccccc; height: 20px;"></div> <div style="background-color: #cccccc; height: 20px;"></div> <div style="background-color: #cccccc; height: 20px;"></div> <div style="background-color: #cccccc;"> </div>																																																						
Employee's particulars	Employee's name: Employee's address: Postcode and town: Date of birth: Commencement of employment: Position:	<div style="float: right;"><input type="checkbox"/> male <input type="checkbox"/> female</div> <div style="background-color: #cccccc; height: 20px;"></div> <div style="background-color: #cccccc; height: 20px;"></div> <div style="background-color: #cccccc; height: 20px;"></div> <div style="background-color: #cccccc; width: 80%;"></div> (day, month, year) <div style="background-color: #cccccc; height: 20px;"></div>																																																						
Type of employment contract	<p>The employee:</p> Is there a trial period?	<input type="checkbox"/> is employed for an indefinite period / on a permanent basis <input type="checkbox"/> is employed for a fixed period / on a temporary basis until _____ <input type="checkbox"/> is flexibly employed as: _____ (e.g. stand-in worker, on-call worker or temporary agency worker (including phase <input type="checkbox"/> no <input type="checkbox"/> yes If so, has the trial period expired? <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes Explanation: <div style="background-color: #cccccc; width: 150px; height: 40px;"></div> <input type="checkbox"/> no <input type="checkbox"/> yes, share percentage <div style="background-color: #cccccc; width: 60px; height: 15px;"></div>																																																						
Employment continuation statement (if applicable)	<p>If the employee continues to perform as at present and business conditions remain the same, will the fixed-term contract be continued or renewed when that period expires?</p> <p>If the employment contract is renewed, will the employment conditions be amended, and if so, please explain how:</p> <p>Name of signatory: _____</p>	<input type="checkbox"/> Yes, for a fixed period for a term of at least ____ months <input type="checkbox"/> Yes, for an indefinite period <input type="checkbox"/> No, no continued or renewed employment contract <input type="checkbox"/> no <input type="checkbox"/> yes, <div style="background-color: #cccccc; width: 170px; height: 35px;"></div> <div style="text-align: right;">(extra signature)</div>																																																						
Income	<table border="0"> <tbody> <tr><td>1.</td><td>Gross annual salary ¹</td></tr> <tr><td>2.</td><td>Holiday allowance ²</td></tr> <tr><td>3.</td><td>13th month salary³</td></tr> <tr><td>4.</td><td>Christmas bonus/end-of-year bonus ³</td></tr> <tr><td>5.</td><td>Irregular hours allowance ⁴</td></tr> <tr><td>6.</td><td>Overtime allowance ⁴</td></tr> <tr><td>7.</td><td>Commission ⁴</td></tr> <tr><td>8.</td><td><div style="background-color: #cccccc; width: 90px; height: 15px;"></div></td></tr> <tr><td>9.</td><td><div style="background-color: #cccccc; width: 90px; height: 15px;"></div></td></tr> </tbody> </table>	1.	Gross annual salary ¹	2.	Holiday allowance ²	3.	13 th month salary ³	4.	Christmas bonus/end-of-year bonus ³	5.	Irregular hours allowance ⁴	6.	Overtime allowance ⁴	7.	Commission ⁴	8.	<div style="background-color: #cccccc; width: 90px; height: 15px;"></div>	9.	<div style="background-color: #cccccc; width: 90px; height: 15px;"></div>	<table border="0"> <thead> <tr> <th></th><th>€</th><th></th><th>(basic salary excl. overtime etc.)</th></tr> </thead> <tbody> <tr><td></td><td>€</td><td><div style="background-color: #cccccc; width: 100px; height: 15px;"></div></td><td></td></tr> <tr><td></td><td>€</td><td><div style="background-color: #cccccc; width: 100px; height: 15px;"></div></td><td></td></tr> <tr><td></td><td>€</td><td><div style="background-color: #cccccc; width: 100px; height: 15px;"></div></td><td></td></tr> <tr><td></td><td>€</td><td><div style="background-color: #cccccc; width: 100px; height: 15px;"></div></td><td></td></tr> <tr><td></td><td>€</td><td><div style="background-color: #cccccc; width: 100px; height: 15px;"></div></td><td></td></tr> <tr><td></td><td>€</td><td><div style="background-color: #cccccc; width: 100px; height: 15px;"></div></td><td></td></tr> <tr><td></td><td>€</td><td><div style="background-color: #cccccc; width: 100px; height: 15px;"></div></td><td></td></tr> <tr><td></td><td>€</td><td><div style="background-color: #cccccc; width: 100px; height: 15px;"></div></td><td></td></tr> </tbody> </table>		€		(basic salary excl. overtime etc.)		€	<div style="background-color: #cccccc; width: 100px; height: 15px;"></div>			€	<div style="background-color: #cccccc; width: 100px; height: 15px;"></div>			€	<div style="background-color: #cccccc; width: 100px; height: 15px;"></div>			€	<div style="background-color: #cccccc; width: 100px; height: 15px;"></div>			€	<div style="background-color: #cccccc; width: 100px; height: 15px;"></div>			€	<div style="background-color: #cccccc; width: 100px; height: 15px;"></div>			€	<div style="background-color: #cccccc; width: 100px; height: 15px;"></div>			€	<div style="background-color: #cccccc; width: 100px; height: 15px;"></div>	
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Loans / attachment of wages	<p>Have you provided the employee with a private loan?</p> <p>Have the employee's wages been attached or has an assignment of those wages been imposed?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes Yes, start date _____ principal € _____ Term (months) _____ Monthly € _____ <input type="checkbox"/> No <input type="checkbox"/> Yes repayment If so, until _____ € _____ per month																																																						
<small> ¹⁾ The gross annual salary based on the usual number of working weeks in the sector. ²⁾ In the case of holiday vouchers or a time savings fund, note 100% of the value of the holiday vouchers or time savings fund. ³⁾ Unconditional income components laid down in the employment contract. ⁴⁾ If there is a structural allowance for irregular hours, commission and/or overtime allowance, note the amount granted over the past 12 months. </small>																																																								
<p>The signatory declares on behalf of the employer that this form was completed truthfully .</p> <p>Name of signatory: _____</p> <p>Signed in _____ on _____ Signature: _____</p>																																																								
Should you wish to verify this information, please contactt:																																																								
Name: _____ Phone no: _____																																																								