

Personnel questionnaire part-time and full time employees

Employer (Stamp)	Permanent establishment (city)	Cost center	Employee group for financial accountings
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1 Personal data

Entrance date

Family name

Maiden name

First name

Street No.

Postcode, City

Date of birth Place of birth

Gender male female Nationality

Marital status Number of children

Phone number

Tax identification number

Social security number

Duration unlimited limited until

Employment This employment is my:

1st employer (main employment) secondary employment

Marginal employment (mini-job) yes no

I have an additional employment besides
this employment that is fully subject to social
security contributions. yes no

If yes, at

Company, address	Monthly salary
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2 Bank details

IBAN

BIC

Bank institute

Alternative account holder

3

Work / level of education

Job specification

Graduation without qualification Secondary school Intermediate school Higher education

Professional education without qualification recognized vocational training "Meister"/ equivalent qualification

Bachelor Dipl./Magister/Master/ State examination PhD/Dr.

4

Health insurance / pension fund

I am insured by a **public** insurance company.

I am insured **voluntarily** by a **public** insurance company.

I am paying the contributions to the statutory health insurance by myself.

Complete name of public insurance company

I am insured by a **private** insurance company.

The contract of the private health insurance includes **sickness benefits**.

The contract of the private health insurance does **not** include **sickness benefits**.

Complete name of private insurance company

The contributions to the statutory pension insurance and unemployment insurance are paid to the following public health insurance company:

The contributions to pension insurance are not paid to the statutory pension insurance, but to

Pension fund (Versorgungswerk)

Member number pension fund

The assessment for exemption from statutory pension insurance for this employment issued by Deutsche Rentenversicherung is available at the start of this employment.

I am paying the contributions to the pension fund by myself.

5 Status at the beginning of employment (multiple entries possible)

- I am not obliged to pay pension insurance contributions (please hand in a copy of the latest certificate of the pension insurance organization).
- Besides this employment, I am self-employed and I will remain self-employed during this employment. I will inform my health insurance company about all my income to determine the correct contributions. Additionally, I will initiate an audit at the health insurance company to determine my main activity from social security perspective.
- I receive a pension (please hand in a copy of the pension approval certificate).
- I am spouse, registered partner or child of the employer.
- I am managing director and shareholder of the GmbH / UG.
- I only have a temporary work permission (please hand in a copy of the permission).
- I only have a temporary residence permission (please hand in a copy of the permission).
- I am a pupil (please hand in a valid certificate).
- I am a promotion student (PhD/Dr.) (Please hand in a valid certificate). (In this case a treatment as so called Werkstudent is excluded.)
- I am a student.
Please hand in continually the actual confirmation of matriculation. I will inform my employer in written form leaving the social security status as student after preparing my final thesis / last examination. From that date a treatment as so called Werkstudent is excluded.
 - Currently, I am in a semester of leave. (In this case a treatment as so called Werkstudent is excluded.)
- I will inform my employer immediately if I plan to take a semester of leave in the future.
- The employment is an internship, which is **mandatory** for the graduate program of the university. (Please hand in an official statement of the study regulations)
 - Mandatory internship **before** the start of studying
 - Mandatory internship **while** studying
 - Mandatory internship **after** the end of studying
 - Mandatory internship **between** two study sections (Bachelor/Master)
- I receive unemployment benefit I (Please check supplementary income limits.)
- I receive unemployment benefit II (Please check supplementary income limits.)
- I am severely handicapped and I have a degree of disablement of at least 50%. (Please hand in a valid certificate.)

6 Tax classification

Tax office		Tax class	I	II	III	IV	V	VI
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confession	Employee		Spouse					
Child allowance		Other allowances						

7 Salary / wage

Payment is based on	<input type="checkbox"/> salary	<input type="checkbox"/> hourly wage	
Gross monthly salary	<input type="text" value="EUR"/>	Net monthly salary	<input type="text" value="EUR"/>
Apprentice's pay	<input type="text" value="EUR (1st year)"/>	<input type="text" value="EUR (2nd year)"/>	<input type="text" value="EUR (3rd year)"/>
Hourly wage	<input type="text" value="EUR"/>		
Commissions	<input type="text" value="EUR"/>		
Vacation pay	<input type="text" value="EUR"/>	Term of payment	<input type="text"/>
Christmas pay	<input type="text" value="EUR"/>	Term of payment	<input type="text"/>
Allowances	<input type="checkbox"/>	Kindergarden allowance	<input type="text" value="EUR"/>
	<input type="checkbox"/>	...	<input type="text" value="EUR"/>
Variable bonus			
Assessment basis	<input type="text"/>	Percentage	<input type="text"/>
Term of payment	<input type="text"/>		
Company car			
Type of car	<input type="text"/>	Car number plate	<input type="text"/>
Gross list price (new) (incl. VAT)	<input type="text" value="EUR"/>		
Distance between home and workplace	<input type="text" value="km"/>		
Other remuneration			
<input type="text" value="EUR"/>	Monthly public transp. ticket	<input type="text" value="EUR"/>	Restaurant voucher
<input type="text" value="EUR"/>	...	<input type="text" value="EUR"/>	...

8 Company pension / payments to employees' savings schemes

Type of pension Name of insurance company

Monthly contributions thereof from deferred compensation

Direct debit authorization yes no

If no,

Bank details of the insurance company: Bank institute

BIC

IBAN

9 Working hours / vacation

Weekly working time thereof

(If the weekly working time is not be distributed, total hours will be equally allocated from Mo – Fri.)

Vacation entitlement per year

10 Seizures / Assignments / Insolvency

Do exist any seizures or assignments?

yes no

If yes,

Consumer insolvency yes no

If no consumer insolvency,

Amount of the original debt based on court order (please hand in proof)

Amount of actual outstanding debt

Number of persons legally entitled to maintenance (please hand in proof)

If maintenance garnishment,

Monthly part of garnishment-exempt amount (notwithstanding the garnishment table – please hand in the court order=

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**Additional request of employees with a salary below or at 450.00 Euro
(marginal employment “mini-job”)**

I hereby apply to be freed from the duty to pay contributions to the statutory pension insurance in connection with my mini-job and waive thereby to receive credit in the compulsory contribution periods.

yes, I waive
 no
 different date of waiver
 (if it is not the starting date of employment)

Taxation of marginal employment should be accomplished by

- individual taxation attributes of the employee
- lump-sum wage tax of about 2%
 - paid by employer
 - paid by employee (reducing the net salary)

I am aware, that this request is valid for all mini-jobs that are done simultaneously and is binding for the whole duration of the employment. A withdrawal is not possible. I am obliged to inform any other employers about this request for exemption. I hereby certify that I took notice of the attached explanatory leaflet about the consequences of the exemption from the duty to pay contributions to the pension fund **“Explanatory leaflet about the consequences of the exemption from the pension insurance obligation”** of the “Bundeskknappschaft” (Appendix I).

I have an additional employment besides this marginal employment that is fully subject to social security contributions

no
 yes

I have (an) additional marginal employment(s) (mini-job) with (an) other employer(s)

no
 yes, at

Company, Address	Monthly salary
Company, Address	Monthly salary

I certify that the total sum of all monthly gross salaries I receive in all mini-jobs does not exceed the amount of 450.00 Euro.

yes
 no

Notice: A mini-job shall not be considered to be an employment relationship that is fully subject to social insurance. Paying contributions to the Bundesknappschaft does not involve any health insurance coverage. In addition, the employee has to check his/her health insurance coverage at another health insurance company.

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Application by the employee if the salary level is between 450.01 Euro and 850.00 Euro – “Gleitzone”

Important: “Gleitzone” is inapplicable for: apprentices, trainees, handicapped people, employees in partial retirement and reintegration cases

I waive the possibility to reduce the salary liable to pay contributions and apply to pay the full employees’ contributions to the **public pension insurance** to my expense (no application of the „Gleitzone“ in the pension insurance). I hereby certify that I took notice of the attached **“Notes on the reduction of pension insurance contributions for employments in low-wage sector (“Gleitzone”)** (Appendix II).

yes, I waive and would like to pay the full employees’ contributions to the public pension insurance

different date of application
(if it is not the starting date of employment)

MM/YYYY

I have other employments; but the total sum of all monthly salaries is within the range of 450.01 and 850.00 Euro (“Gleitzone”).

no, the total amount of all monthly salaries exceeds 850.00 Euros – “Gleitzone” is inapplicable

yes, at

Company, Address	Monthly salary
Company, Address	Monthly salary

For the aforementioned employments, I have also waived the application of the “Gleitzone” regarding public pension insurance to pay the full employee’s contributions to the public pension insurance to my expense (no application of the „Gleitzone“ in the pension insurance).

yes no

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Information about the working documents

Contract of employment	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Certificate about parenthood (if no tax allowance)	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Contract about employee saving plan	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Contract about company pension scheme	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Confirmation private health insurance showing the monthly contributions	(Original)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
assessment for exemption from statutory pension insurance from Deutsche Rentenversicherung	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Membership certificate from pension fund (Versorgungswerk)	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Latest pension approval certificate (Pensioner)	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Work permit	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Residence permit	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Certificate of school attendance (employment of pupil)	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Confirmation of matriculation (student)	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Study regulations / appropriate confirmation of the university (students with mandatory internship)	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Cost of childcare (if allowance)	(Original)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Seizure documents (garnishment order; actual amount of seizure; number of persons legally entitled to maintenance)	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Request for the exemption from the duty to pay contributions to the pension fund in connection with mini-job	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later
Confirmation of unemployment benefit	(Copy)	<input type="checkbox"/> enclosed	<input type="checkbox"/> provided later

Declaration and signature of employee

I declare that all the statements I have given are to the best of my knowledge correct and complete. I am aware that false or omitted statements against social security insurances or public authorities can be punished with a fine. I will inform my employer immediately in writing if there are any changes in statements of this questionnaire or if any other employments are taken up.

Place, Date

Employee's signature

Declaration of employee - Only valid for immediate report

I have been informed about the legally obliged carriage and duty of presentation of my identity card during my employment.

Place, Date

Employee's signature

Appendix I

Auszug aus dem Merkblatt über die möglichen Folgen einer Befreiung von der Rentenversicherungspflicht der Bundesknappschaft (Stand: 1. Januar 2016)

Allgemeines

Arbeitnehmer, die eine geringfügig entlohnte Beschäftigung (450-Euro-Minijob) ausüben, unterliegen grundsätzlich der Versicherungs- und vollen Beitragspflicht in der gesetzlichen Rentenversicherung.

Vorteile der vollen Beitragszahlung zur Rentenversicherung

Die Vorteile der Versicherungspflicht für den Arbeitnehmer ergeben sich aus dem Erwerb von Pflichtbeitragszeiten in der Rentenversicherung. Das bedeutet, dass die Beschäftigungszeit in vollem Umfang für die Erfüllung der verschiedenen Wartezeiten (Mindestversicherungszeiten) berücksichtigt wird. Pflichtbeitragszeiten sind beispielsweise Voraussetzung für

- einen früheren Rentenbeginn,
- Ansprüche auf Leistungen zur Rehabilitation (sowohl im medizinischen Bereich als auch im Arbeitsleben),
- den Anspruch auf Übergangsgeld bei Rehabilitationsmaßnahmen der gesetzlichen Rentenversicherung,
- die Begründung oder Aufrechterhaltung des Anspruchs auf eine Rente wegen Erwerbsminderung,
- den Anspruch auf Entgeltumwandlung für eine betriebliche Altersversorgung und
- die Erfüllung der Zugangsvoraussetzungen für eine private Altersvorsorge mit staatlicher Förderung (zum Beispiel die so genannte Riester-Rente) für den Arbeitnehmer und gegebenenfalls sogar den Ehepartner.

Darüber hinaus wird das Arbeitsentgelt nicht nur anteilig, sondern in voller Höhe bei der Berechnung der Rente berücksichtigt.

Antrag auf Befreiung von der Rentenversicherungspflicht

Ist die Versicherungspflicht nicht gewollt, kann sich der Arbeitnehmer von ihr befreien lassen. Hierzu muss er seinem Arbeitgeber - möglichst mit dem vorliegenden Personalfragebogen - schriftlich mitteilen, dass er die Befreiung von der Versicherungspflicht in der Rentenversicherung wünscht. Übt der Arbeitnehmer mehrere geringfügig entlohnte Beschäftigungen aus, kann der Antrag auf Befreiung nur einheitlich für alle zeitgleich ausgeübten geringfügigen Beschäftigungen gestellt werden. Über den Befreiungsantrag hat der Arbeitnehmer alle weiteren - auch zukünftige - Arbeitgeber zu informieren, bei denen er eine geringfügig entlohnte Beschäftigung ausübt. Die Befreiung von der Versicherungspflicht ist für die Dauer der Beschäftigung(en) bindend; sie kann nicht widerrufen werden.

Die Befreiung wirkt grundsätzlich ab Beginn des Kalendermonats des Eingangs beim Arbeitgeber, frühestens ab Beschäftigungsbeginn. Voraussetzung ist, dass der Arbeitgeber der Minijob-Zentrale die Befreiung bis zur nächsten Entgeltabrechnung, spätestens innerhalb von 6 Wochen nach Eingang des Befreiungsantrages bei ihm meldet. Anderenfalls beginnt die Befreiung erst nach Ablauf des Kalendermonats, der dem Kalendermonat des Eingangs der Meldung bei der Minijob-Zentrale folgt.

Konsequenzen aus der Befreiung von der Rentenversicherungspflicht

Geringfügig entlohnte Beschäftigte, die die Befreiung von der Rentenversicherungspflicht beantragen, verzichten freiwillig auf die oben genannten Vorteile. Durch die Befreiung zahlt lediglich der Arbeitgeber den Pauschalbeitrag in Höhe von 15 Prozent (bzw. 5 Prozent bei Beschäftigungen in Privathaushalten) des Arbeitsentgelts. Die Zahlung eines Eigenanteils durch den Arbeitnehmer entfällt hierbei. Dies hat zur Folge, dass der Arbeitnehmer nur anteilig Monate für die Erfüllung der verschiedenen Wartezeiten erwirbt und auch das erzielte Arbeitsentgelt bei der Berechnung der Rente nur anteilig berücksichtigt wird.

Hinweis: Bevor sich ein Arbeitnehmer für die Befreiung von der Rentenversicherungspflicht entscheidet, wird eine individuelle Beratung bezüglich der rentenrechtlichen Auswirkungen der Befreiung bei einer Auskunft- und Beratungsstelle der Deutschen Rentenversicherung empfohlen. Das Servicetelefon der Deutschen Rentenversicherung ist kostenlos unter der 0800 10004800 zu erreichen. Bitte nach Möglichkeit beim Anruf die Versicherungsnummer der Rentenversicherung bereithalten.

Extract from explanatory leaflet about the consequences of the exemption from the pension insurance obligation of the “Bundesknappschaft” (status as of 1 January 2016)

General information

All employees carrying out a mini-job (up to 450.00 Euro) are in principle subject to the statutory pension insurance.

Advantages of paying full contributions to the statutory pension insurance

The advantages for the employee are in the receiving of credit in the compulsory contribution periods. This means, that the period of employment will be credited in the full extend for the required waiting/no-claims period (minimum insurance period). Compulsory contribution periods are for example conditional for

- earlier entrance to the retirement,
- claims for merits for rehabilitation (in a medical sector as well as in work life),
- claim for transitional payment in rehabilitation measures of the statutory pension insurance,
- acquiring and retaining the right to benefit from a pension because of reduction in the employee's working capacity,
- claim to convert a portion of their salary to company pension scheme and
- fulfillment of conditions for private retirement provision with state funding (for example the so called Riester-Rente) for the employee and possibly even for the spouse.

Furthermore, the salary is not only proportionally but also with the whole amount taken into account for the calculation of the pension.

Application for the exemption from the insurance obligation

The employee can voluntarily apply for exemption from the duty to pay contributions to the pension insurance if there is no insurance obligation wanted. Therefore, the employee has to inform the employer in a written form – preferably with the present personnel questionnaire – that she/he wishes to be freed of this liability. If the employee is carrying out several social insurance-free employments, the application can only be done for all employments under a uniform procedure.

All employers, also future employers, have to be informed about this application.

The exemption is binding for the whole duration of the employment. A withdrawal is not possible. The exemption is valid from the beginning of the month of handing over the waiver to the employer; at the earliest at the beginning of the employment.

Conditional is, that the employer gives notice about the exemption to the mini-job-center until the next payroll accounting, latest within 6 weeks after receiving the application. Otherwise the exemption is valid after the ending of the month following the month of the notice at the mini-job-center.

Consequences from the exemption from insurance obligation

Employees with a marginal employment, applying for the exemption from the pension insurance obligation, waive voluntarily the above named advantages. By the exemption, only the employer is paying the lump contribution of 15 percent (respectively 5 percent for employments in private households). Any own contribution of the employee is omitted. The result is, that the employee is only proportionally earning credit in the required waiting period as well as the earned salary is only taken proportionally into account for the calculation of the future pension.

Indication: Before making the decision about a exemption from the insurance obligation, an individual consultation about the pension law relevant consequences at an information and consultancy center of the “Deutsche Rentenversicherung” is recommended. The service phone of the “Deutsche Rentenversicherung” is free of charge under 0800 10004800. Please keep ready the social security number if possible, when calling the authorities.

Appendix II

Hinweise zur Rentenversicherungsermäßigung für Beschäftigten im Niedriglohnsektor (Gleitzone) (Stand: 1. Januar 2016)

Beschäftigten im Niedriglohnsektor (Gleitzone)

Ein Beschäftigungsverhältnis in der Gleitzone liegt nach § 20 Abs. 2 SGB IV vor, wenn das aus der Beschäftigung erzielte Arbeitsentgelt im Bereich von 450,01 EUR bis 850,00 EUR im Monat liegt und die Grenze von 850,00 EUR im Monat regelmäßig nicht überschreitet. Werden mehrere Beschäftigungen ausgeübt, gelten ebenfalls die besonderen Regelungen der Gleitzone, wenn das insgesamt erzielte Arbeitsentgelt innerhalb der Gleitzone liegt.

Für Arbeitnehmer, die eine Beschäftigung innerhalb der Gleitzone ausüben, besteht in allen Zweigen der Sozialversicherung grundsätzlich Versicherungspflicht nach den allgemeinen Vorschriften. Für die Beitragsberechnung und Beitragstragung bei Beschäftigten mit einem regelmäßigen monatlichen Arbeitsentgelt innerhalb der Gleitzone gelten in der Kranken-, Pflege-, Renten-, und Arbeitslosenversicherung besondere Regelungen. Im Ergebnis haben die Arbeitgeber weiterhin den „vollen“ Beitragsanteil zu den einzelnen Versicherungszweigen zu tragen. Der Arbeitnehmer trägt jedoch nur einen reduzierten Beitragsanteil, der am Beginn der Gleitzone bei 450,01 EUR ca. 10% des tatsächlichen Arbeitsentgelts beträgt und bis zum Ende der Gleitzone bei 850,00 EUR auf den vollen Beitragsanteil (ca. 20% des tatsächlichen Arbeitsentgelts) progressiv ansteigt.

In der Rentenversicherung richtet sich die Höhe der Rentenansprüche u.a. nach dem beitragspflichtigen Arbeitsentgelt. Aufgrund der Reduzierung des beitragspflichtigen Arbeitsentgelts und daraus folgend des verringerten Arbeitnehmerbeitrags bei Beschäftigten in der Gleitzone, werden der späteren Rentenberechnung für diese Zeit auch nur die reduzierten Arbeitsentgelte zugrunde gelegt. Das heißt, aufgrund des reduzierten Arbeitnehmerbeitrages erwirbt der Beschäftigte reduzierte Rentenansprüche.

Versicherungspflichtige Arbeitnehmer, die eine Beschäftigung in der Gleitzone ausüben, haben in der Rentenversicherung die Möglichkeit, auf die Reduzierung des beitragspflichtigen Arbeitsentgelts zu verzichten und den vollen Arbeitnehmerbeitrag zu zahlen (§ 163 Abs. 10 Satz 6 SGB VI). Durch den Verzicht auf die Anwendung der besonderen Regelung zur Gleitzone in der Rentenversicherung können die damit verbundenen rentenmindernden Auswirkungen in der gesetzlichen Rentenversicherung vermieden werden.

Hierzu müssen Sie gegenüber Ihrer personalverwaltenden Dienststelle schriftlich erklären, dass Sie bei Vorliegen einer Beschäftigung im Niedriglohnsektor der Beitragsberechnung in der Rentenversicherung als beitragspflichtige Einnahme das tatsächliche Arbeitsentgelt zugrunde gelegt werden soll. Die Erklärung kann jedoch nur für die Zukunft und bei mehreren Beschäftigungen nur einheitlich abgegeben werden. Geht die Verzichtserklärung innerhalb von zwei Wochen nach Aufnahme der Beschäftigung beim Arbeitgeber ein, wirkt sie auf den Beginn der Beschäftigung zurück, falls Sie dies wünschen. **Sie ist für die Dauer der Beschäftigung bindend.**

**Notes on the reduction of pension insurance contributions for employments in low-wage sector
("Gleitzone") (status as of 1 January 2016)**

Employments in low-wage sector ("Gleitzone")

The term "Gleitzone" describes employments with a monthly wage or salary in the range between 450.01 Euro and 850.00 Euro and the limit of 850.00 Euro must not be regularly exceeded (Sect. 20 para 2 SGB IV). If the total salary or wage level of several employments is in the aforementioned range, all these employments are subject to the specific rules of the "Gleitzone".

In principle, the general rules are applicable in all areas of social security for employees in the "Gleitzone". However there are additional rules regarding the „Gleitzone“ for calculating the level of health, care, pension and unemployment contributions. The employer pays full contributions in all areas of social security, whereas the employee pays only a reduced contribution rate, starting with about 10% at 450.01 Euro and ending with about 20% (full contribution level) at 850.00 Euro.

Future pension claims are based on the paid contributable income. Applying the "Gleitzone" results that the employee is only proportionally earning credit in the required waiting period as well as the earned salary is only taken proportionally into account for the calculation of the future pension.

Employees have the option to waive the application of the "Gleitzone" regarding the public pension insurance and to pay the full pension insurance contributions on its own expenses (Sect. 163 para 10 sentence 6 SGB VI). The advantages for the employee are in the receiving of credit in the compulsory contribution periods. This means, that the period of employment will be credited in the full extend for the required waiting/no-claims period.

To waive the application of the "Gleitzone" regarding the public pension insurance the employee has to inform the employer in a written form – preferably with the present personnel questionnaire - that he or she would like to pay the full pension insurance contributions on its own expenses. The declaration is valid from the beginning of the month of handing over the waiver to the employer; at the earliest at the beginning of the employment. The waiver of the application of the "Gleitzone" can only be declared for all employments under a uniform procedure. **The waiver is binding for the whole duration of the employment. A withdrawal is not possible.**