

Employer's particulars	Employer's name:	
	Employer's address:	
	Postcode and town:	
	Chamber of Commerce number:	

Employee's particulars	Employee's name:	
	Employee's address:	
	Postcode and town:	
	Date of birth:	day - month - year
	Commencement of employment:	day - month - year
	Position:	

Type of employment contract	The employee:	
	<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))
	Is there a trial period? <input type="checkbox"/> no <input type="checkbox"/> yes If so, has the trial period expired? <input type="checkbox"/> no <input type="checkbox"/> yes	
	Has a reorganization or measure been announced that may affect the employment or income, or is there any intention to terminate the employment in the near future? <input type="checkbox"/> no <input type="checkbox"/> yes If so, please explain what the impact of this is on the employee's employment or income: _____	
Director / shareholder: <input type="checkbox"/> no <input type="checkbox"/> yes, share percentage: _____ %		

Employment continuation statement (if applicable)	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?:	
	<input type="checkbox"/>	yes, for an indefinite period <input type="checkbox"/> yes, for a fixed period for a term of at least _____ months
	<input type="checkbox"/>	no, no continued or renewed employment contract
	If the employment contract is renewed, will the employment conditions be amended?: <input type="checkbox"/> no <input type="checkbox"/> yes If so, please explain how: _____	
Name of signatory: _____		Extra signature: _____

Income			€		
1	Gross annual salary ¹ (basic salary excluding	€			¹ The gross annual salary based on the usual number of working weeks in the sector.
2	Holiday allowance ²	€			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	13th month salary ³	€			³ Unconditional income components laid down in the employment contract.
4	Christmas bonus / end-of-year bonus ³	€			⁴ Conditional income components which are usual for the type of employment and branch and this income is to be expected to continue for the future. Note the amount granted over the past 12 months.
5	Structural Irregular hours allowance ⁴	€			
6	Structural Overtime allowance ⁴	€			
7	Structural Commission ⁴	€			
8	Structural flexible budget, freely disposable and available as monetary payment ³	€			
9		€			
10		€			

Loans and wage garnishments	Have you provided the employee with a private loan? <input type="checkbox"/> no <input type="checkbox"/> yes
	If so, commencement date: _____ Principal € _____ Terms: _____ (Months) Monthly repayment _____
	Have the employee's wages been attached or has an assignment of those wages been imposed? <input type="checkbox"/> no <input type="checkbox"/> yes If so, until: _____ € _____ per month

The signatory declares on behalf of the employer that this form was completed truthfully.

Signed in _____ on _____

Name of signatory: _____ Signature: _____

Should you wish to verify this information, please contact:
Name: _____ Telephone: _____