

1.1 Employer's particulars

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

1.2 Employee's particulars

Employee's name
 Employee's address
 Postcode and town
 Date of birth
 Commencement of employment (day, month, year)
 Position

2.1 Type of employment contract

The employee: is employed for an indefinite period / on a permanent basis
 is employed for a fixed period / on a temporary basis until
 is flexibly employed as (e.g. stand-in worker, on-call worker or temporary agency worker (including phase))

Is there a trial period? No Yes If so, has the trial period expired? No 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? No Yes

If so, please explain what the impact of this is on the employee's employment or income

Director / shareholder No Yes, share percentage %

2.2 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? Yes, for a fixed period for a term of at least maanden
 Yes, for an indefinite period
 No, no continued or renewed employment contract

If the employment contract is renewed, will the employment conditions be amended, and if so, please explain how: No Yes

Name of signatory (extra signature)

3 Income

1. Gross annual salary ¹	€	6. Structural Overtime allowance ⁴	€	(basic salary excluding overtime etc.)
2. Holiday allowance ²	€	7. Structural Commission ⁴	€	10. €
3. 13th month salary ³	€	8. Structural flexible budget, freely disposable and available as monetary payment ³	€	
4. Christmas bonus / end-of-year bonus	€	9.	€	
5. Structural Irregular hours allowance ⁴	€			

- 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) 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.

4 Loans / attachment of wages

Have you provided the employee with a private loan? No If so, commencement date principal €
 Yes Term (months) monthly repayment €

Have the employee's wages been attached or has an assignment of those wages been imposed? No Yes If so, until € per month

5 Signing and contact

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

Name of signatory
 Signed in on

Should you wish to verify this information, please contact