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| **Frageblatt Arbeitnehmer** | | | | | | | | | | | | | | | | | |
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| Arbeitgeber: | | | |  | | | | | |  | | | | | | | |
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| **Allgemeine Angaben** | | | | |  | | | | | | | | | | |  | |
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| Name: | |  | | | | Vorname: | | | | | |  | | | | | |
| Anschrift: | |  | | | | | | | | | | | |  | | | |
| Geburtsdatum: | |  | | | | | Eintritt: | | | |  | | | | | | |
|  | |  | | | | |  | | | |  | | | | | | |
| Arbeitszeit: | |  | | | | | Telefon privat: | | | |  | | | | | | |
| Stundenlohn: | |  | | | | | Verdienst: | | | |  | | | | | | |
| Bankverbindung: | | |  | |  | | |  | | | | | | | | |  |
| IBAN: |  | | | | | | | | BIC: | | | | | |  | | |

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| **Angaben zur Lohnsteuer** | **(Angaben zwingend erforderlich!!)** |

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| **Steueridentifikations-Nr.** | |  |  |  | | | | | | |
| Lohnsteuerklasse | |  |  |  | | | | | | |
| Konfession | |  |  |  | | | | | | |
| Es handelt sich um eine **Hauptbeschäftigung** | | | | |  | ja |  |  | nein |  |
| Es handelt sich um eine **Nebenbeschäftigung** | | | | |  | ja |  |  | nein |  |

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| **Angaben zur Sozialversicherung** | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | |
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| **Versichert bei Krankenkasse:** | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Rentenversicherungs-Nummer:** | | | | | | | | | | |  | | |  | |  |  |  |  | |  |  | |  |  | |  | |  |
|  | (Geburtsdatum und 1. Buchstabe des Nachnamens müssen enthalten sein!) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Geburtsort | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Geburtsname: | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Staatsangehörigkeit | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | Geburtsland: | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
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| **Haben Sie Kinder?** | | | | | | Ja | | | | Nein  Familienstand: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |
|  | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | |
| *Wenn ja:* | | | In der Pflegeversicherung erfolgt eine **Entlastung für Eltern mit mehreren Kindern**. Bitte füllen Sie die Angaben aus und legen Sie uns von **allen Kindern geeignete Nachweise** z. B. **Geburtsurkunden, Vaterschaftsanerkennung, Adoptionsurkunden** etc. vor. | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | **Kindschaftsverhältnis:**  L = leibliches Kind / A = Adoptivkind / S = Stiefkind / P = Pflegekind | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | ***Vorname, Name*** | | | | | | | ***Kindschafts-verhältnis*** | | | | | | ***Geb.datum*** | | | | | ***Steuer-ID*** | | | | | | | | | |
| 1. Kind | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_ | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 2. Kind | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_ | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 3. Kind | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_ | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 4. Kind | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_ | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| 5. Kind | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | \_\_\_\_\_\_\_\_\_\_ | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |

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| **Angaben zu VWL** | | |  | | | |  |
| VWL-Vertrag | | Ja | | | Nein | Wenn ja: Bitte Vertragskopie mitgeben*.* | |
|  | ggf. Höhe AG-Zuschuss: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | |

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| **Angaben zur Tätigkeit** | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | |
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| Genaue Bezeichnung der ausgeübten Tätigkeit: | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | |
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| **Höchster Schulabschluss** | | |  | | |  | | | | | |  | | | | | | | | | | | | | | | |
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| Ohne Schulabschluss | | | | | | | | | | | | | | |  | | |  | | | | | |  | | |
| Haupt-/Volksschulabschluss | | | | | | | | | | | | | | |  | | |  | | | | | |  | | |
| Mittlere Reife oder gleichwertiger Abschluss | | | | | | | | | | | | | | |  | | |  | | | | | |  | | |
| Abitur / Fachabitur | | | | | | | | | | | | | | |  | | |  | | | | | |  | | |
| Abschluss unbekannt | | | | | | | | | | | | | | |  | | |  | | | | | |  | | |
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| **Höchster Ausbildungsabschluss** | | |  | | | |  | | | | | | | | | |  | | | | | | | | | | | | |
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| Ohne beruflichen Ausbildungsabschluss | | | | | | | | | | | | | | | |  | | |  | | | | | |  | | | | |
| Abschluss einer anerkannten Berufsausbildung | | | | | | | | | | | | | | | |  | | |  | | | | | |  | | | | |
| Meister- / Techniker- oder gleichwertiger Fachschulabschluss | | | | | | | | | | | | | | | |  | | |  | | | | | |  | | | | |
| Bachelor | | | | | | | | | | | | | | | |  | | |  | | | | | |  | | | | |
| Diplom / Magister / Master / Staatsexamen | | | | | | | | | | | | | | | |  | | |  | | | | | |  | | | | |
| Promotion | | | | | | | | | | | | | | | |  | | |  | | | | | |  | | | | |
| Abschluss unbekannt | | | | | | | | | | | | | | | |  | | |  | | | | | |  | | | | |
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| **Vertragsform** | |  | |  | | | | | | |  | | | | | | | | | | | | | | | | |
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| Vollzeit – unbefristet | | | | | | | | | | | | | | |  | | |  | | | | | |  | |
| Teilzeit – unbefristet | | | | | | | | | | | | | | |  | | |  | | | | | |  | |
| Vollzeit – befristet | | | | | | | | | | | | | | |  | | |  | | | | | |  | |
| Teilzeit – befristet | | | | | | | | | | | | | | |  | | |  | | | | | |  | |
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| **Weitere Beschäftigungen bei anderen Arbeitgebern** | ja |  | nein |  |

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| **Falls ja:** | | | |  |  |  |  |  |  |
| monatlicher Bruttoverdienst bis 520,00 € | | | |  | ja |  |  | nein |  |
| monatlicher Bruttoverdienst von 520,01 € bis 1.600,00 € | | | |  | ja |  |  | nein |  |
| Monatlicher Bruttoverdienst über 1.600,00 € | | | |  | ja |  |  | nein |  |

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| **Mit meiner Unterschrift bestätige ich die Richtigkeit obiger Angaben und verpflichte mich, Veränderungen während meiner Tätigkeit dem Arbeitgeber unaufgefordert und unverzüglich mitzuteilen.** | | | | | | | |
| **Im Falle unrichtiger oder nicht vollständiger Angaben erklärt sich der Arbeitnehmer zur Nachentrichtung der eventuell anfallenden Steuer- und Sozialabgaben bereit, falls dies durch Betriebsprüfungen festgestellt wird.** | | | | | | | |
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|  |  |  | | | |  |  |
|  | Ort, Datum | |  | | Unterschrift des Arbeitnehmers  (bei Minderjährigen zusätzlich Unterschrift  des gesetzlichen Vertreters) | | |
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**Nachweis der Arbeitsbedingungen   
Lt. NachwG v. 29.06.98**

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| **Allgemeine Angaben** | | | | | | | | |
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| *Arbeitnehmer* | | | | |  | | | |
| **Name, Vorname** | | |  | | | | | |
| **Straße, Hausnummer** | | |  | | | | | |
| **PLZ, Ort** | | |  | | | | | |
| **Geburtsdatum** | | |  | | | | | |
|  | | |  | | | | | |
| *Arbeitgeber* | | | | | | | | |
| **Name, Firma** | | |  | | | | | |
| **Straße, Hausnummer** | | |  | | | | | |
| **PLZ, Ort** | | |  | | | | | |
|  | | |  | | | | | |
| **Arbeitsbedingungen** | | | | |  | | | |
|  | | | | |  | | | |
| **Beginn des** | | |  | | | | **Dauer der** |  |
| **Arbeitsverhältnisses** | | | | |  | | **Beschäftigung** | |
|  | | | | |  | | **( falls befristet )** | |
| **Ort der Tätigkeit** | | | |  | | | | |
| **Art, Umfang der Tätigkeit** | | | |  | | | | |
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| *Arbeitsentgelt* | | | |  | |  | | |
| **Höhe** | **brutto EUR**  **Fälligkeit zum** Monatsende | | | | | | | |
|  | | | | |  | | | |
| **Sonderzahlungen: Urlaubsgeld** | | | | | **brutto EUR**       ------- **Zahlung im** | | | |
| **Weihnachtsgeld** | | | | | **brutto EUR**       ------- **Zahlung im** | | | |
|  | | | | | **brutto EUR**       **Zahlung im** | | | |
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| **Sachleistungen:** | | | | | **brutto EUR**       **Zahlung im** | | | |
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| *Kündigungsfrist* | |  | | | | | | |
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| *Sonstige Hinweise und Vereinbarungen* | | | | | |  | | |
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Mit meiner Unterschrift bestätige ich die Richtigkeit obiger Angaben und verpflichte mich, Veränderungen unaufgefordert und unverzüglich mitzuteilen.

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Datum Unterschrift Arbeitgeber Unterschrift Arbeitnehmer

(bei Minderjährigen zusätzlich Unterschrift

des gesetzlichen Vertreters)

**Nachweis der ArbeitsZeit**

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| **Allgemeine Angaben** | | | | | | | | | | |
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| *Arbeitnehmer* | | | |  | | | | | | |
| **Name, Vorname** | |  | | | | | | | | |
| **Straße, Hausnummer** | |  | | | | | | | | |
| **PLZ, Ort** | |  | | | | | | | | |
| **Geburtsdatum** | |  | | | | | | | | |
|  | |  | | | | | | | | |
| *Arbeitgeber* | | | | | | | | | | |
| **Name, Firma** | |  | | | | | | | | |
| **Straße, Hausnummer** | |  | | | | | | | | |
| **PLZ, Ort** | |  | | | | | | | | |
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| *Arbeitszeit* | **Std./Tag** **Std./Woche**       **Std./Monat** | | | | | | | | | |
|  | **Gleitende Arbeitszeit** | | | | | **ja**  **nein** | | | | |
|  | | | |  | | | | | | |
|  |  | | | | |  | | | | |
|  | Bitte die jeweiligen Stunden pro Arbeitstag ergänzen. | | | | | | | | | |
|  | Falls die Arbeitszeit unregelmäßig ist, bitte monatliche Stundenaufstellungen einreichen. | | | | | | | | | |
|  |  | | | | | | | | | |
|  | **Mo** | | **Di** | | **Mi** | | **Do** | **Fr** | **Sa** | **GESAMT** |
| **gerade KW** |  | |  | |  | |  |  |  |  |
| **ungerade KW** |  | |  | |  | |  |  |  |  |
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**Oder**

Es wird eine monatliche Stundenzahl von vereinbart

Es wird eine wöchentliche Stundenzahl von vereinbart.

Abrechnung erfolgt nach tatsächlichem Stundenzettel!

Mit meiner Unterschrift bestätige ich die Richtigkeit obiger Angaben und verpflichte mich, Veränderungen unaufgefordert und unverzüglich mitzuteilen.

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Datum Unterschrift Arbeitgeber Unterschrift Arbeitnehmer

(bei Minderjährigen zusätzlich Unterschrift

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