

## EMPLOYEE STATUS ENQUIRY

(Please complete in BLOCK CAPITALS)

Company / Organisation Name:

Address:

Telephone Number:

Company Registration Number:

Name of Employee Mr. / Mrs. / Ms. / Miss

Employee Address:

Does employee have flexibility to work remotely as part of their current role:

Yes No

Employment start date:

Month:

Year:

PPS Number:

Position held with Company:

Permanent:

Yes

No

Pensionable:

Yes

No

Full Time:

Yes

No

Part Time:

Yes

No

Temporary:

Yes

No

Fixed Contract:

Yes

No

Subject to Probationary Period:

Yes

No

Subject to Contract:

Yes

No

State Probationary / Contract Period End:

| D

| D

| /

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| /

| |

| |

| Y

| Y

Type of Contract

Rolling

Indefinite Duration

Pension Scheme in place:

Yes

No

Employee Contribution Mandatory:

Yes

No

If yes, Employee Contribution per annum: €

	Current Year - Full Annual Salary	Previous Year	Two Years Ago	Three Years Ago	Guaranteed or Regular
Annual Basic Salary:	€	€	€	€	
Car Allowance:	€	€	€	€	
Shift Allowance:	€	€	€	€	
Overtime:	€	€	€	€	
Bonus:	€	€	€	€	
Commission:	€	€	€	€	

Can employee work remotely from home

Yes

No

Employee subject to a Salary Scale (if yes, state maximum of scale)

Yes

No

€

As far as you are concerned, will he/she continue in your employment:

Yes

No

Signature:

Print Name:

Position: (Owner, HR Manager, etc.)

Authorised signature for and on behalf of:

Date: | D | D | / | M | M | / | Y | Y | Y | Y |

Please authenticate with company seal / stamp