

EMPLOYEE STATUS ENQUIRY

(Please complete in BLOCK CAPITALS)

Company / Organisation Name:					
Address:					
Company Registration Number:			Employee Position In Company:		
Name of Employee Mr. / Mrs. / Ms. / Miss					
Location of Employment (Eircode):				Does employee have flexibility to work remotely as part of their current role: Yes No	
Employment start date: Month: Year:		Employee subject to a Salary Scale (if yes, state maximum of scale) Yes No €			
If Yes Next Point on Scale €		PPS Number:		Full Time: Yes No	
Part Time: Yes No		Temporary: Yes No		Fixed Contract: Yes No	
Subject to Probationary Period: Yes No		State Probationary / Contract Period End: D D / M M / Y Y Y Y			
Subject to Contract: Yes No		Type of Contract Rolling Indefinite Duration			
Pension Scheme in place: Yes No		Employee Contribution Mandatory: Yes No		Voluntary Employee Contribution per annum: €	
Mandatory Retirement Age (if applicable):			Is your current employment permanent: Yes No		

	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:	€	€	€	€	

Signature:	Please authenticate with company seal / stamp (if no company seal is available, please provide a letter on headed paper)
Print Name:	
Position: (Owner, HR Manager, etc.)	
Authorised signature for and on behalf of:	
Telephone:	
Email:	
Date: D D / M M / Y Y Y Y	