

Employee Status Enquiry

(Please complete in BLOCK CAPITALS)

doddi

Company / Organisation Name:

Company 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

Employee Start Date: Month: _____ Year: _____

PPS Number: _____

Position Held:

Permanent: Yes No

Pensionable: 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: DD / MM / YYYY

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	Previous Year	Two Years Ago	Guaranteed or Regular
Annual Basic Salary:				
Car Allowance:				
Shift Allowance:				
Health/Dental Insurance				
Overtime:				
Bonus:				
Commission:				

Date of next salary review: DD / MM / YYYY

Employee subject to salary scale: Yes No

Are these salary scales guaranteed: Yes No

If yes, State the maximum of scale: €

If yes, what is the next point up on the salary scale:

As far as you are concerned. Will he/she continue in your employment? Yes No

Signature: _____

Employer Contact Telephone Number: _____

Print Name: _____

Employer Contact Email Address: _____

Position: _____

Employer Contact Registered Number: _____

Authorised Signature

for and on behalf of: _____

Date: DD / MM / YYYY

We hereby advise you that your information will be processed, recorded, and retained by us electronic form. The information given will be treated in the strictest confidence. We may contact you by phone to verify the details given.