

All information provided is treated in a confidential manner.

Name _____

Address _____

Contact number _____ Email address _____

Nationality _____

PPS No _____ Date of Birth _____

Employer _____

Commencement Date _____

Job Description _____

Place of Work / Site _____

Manager / Foreman Name _____

Do your weekly hours vary? Yes No

Please state hours worked in the last week – Give approximate Start and Finish times if you are not sure of the exact times.

	Date	Start Time	Finish Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Please state length of lunch or other breaks received:

Approximately what date did you start working these hours?

Do you sign/clock in & out? Yes No

If No – How are start & finish times recorded?

Do you sign any documentation to confirm hours worked? Yes No

Do you work overtime? Yes No

If overtime worked, what rate are you paid? _____

No of days Annual Leave per year _____

Do you work on Public Holidays? Yes No

Do you receive a payment for Public Holidays? Yes No

If yes, what payment do you receive? _____

Do you work Sundays? _____

If yes, what premium do you receive? _____

What deductions, if any, are made from your wages?

Do you receive Subsistence payments? _____

Are meals or lodgings provided by your employer? _____

If yes what deductions, if any, are made from your wages? _____

Do you receive any other payments? _____

Do you have a written statement of Terms & Conditions? Yes No

What is your Hourly Rate of Pay (Gross)? _____

What is your Weekly Rate of Pay (Gross)? _____

What day do you get paid on? _____

What period does that relate to? _____

Do you receive Payslips? Yes No

Does payslip equal amount received? Yes No

Method of payment Cash EFT

 Cheque Other

Do you receive P60s? Yes No

Previous work experience (with approximate dates)

Are there any other areas of concern to you in relation to your employment?

Signature (Optional) _____