

<b>Personnel data new hire</b>	
Name	
First name	
Zip-Code, Address	
Employee Number	
Cost Centre	
date of birth	
gender (m/f)	
civil status	
nationality	
if Swiss hometown/citizenship (Heimatort)	
if foreign: type of permit of residence	
social security number (AHV)	
date of entry of employment	
subject to military/civil service	
number of children qualifying for allowances (remark: documents needed for set up / qualification to be checked with other parent)	
monthly salary gross (on assumed level of 100 % employment)	
fixed monthly car allowance, to be paid to employee	
fixed monthly expense payments	
other regular monthly payments (to be specified)	
level of employment	
number of annual payments (generally 12 x or 13 x)	
fixed recurring amount of expenses (to be specified)	
further line items (to be specified)	
<b>Registration with pension fund</b>	
fully able to work and healthy?	
beneficiary of (part time) disability pension? (obligation of) assistance to family members or third parties (to be specified and documented if not marriage partner or children)	
monthly contribution to pension fund (as far as already communicated / known or eventually amount of down payment on a provisional/estimated basis)	
<b>Tax at source</b>	
Underlying tax at source?	
if applicable	
- religion	
- level of employment of marriage partner	
<b>Payment Instructions</b>	
Name of Bank or Institution	
zip code and domicile	
IBAN	
or postal account No	
Special remarks on wire transfer	

Company

Date:  
HR assigned / initials:

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**Personnel data new hire**

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**Annexe: working contract and further documents, as specified  
above**

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#VALUE!

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