



An Coimisiún um Chaidreamh san Áit Oibre
Workplace Relations Commission

Employee Questionnaire

This is not for your employer to fill out

Employer Name:	
Trading As:	
Employer's Business description:	
FRN: (Official Use Only)	

Please fill out and tick appropriate boxes.

SECTION 1 - PERSONAL DETAILS							
Name							
Address							
Date Of Birth				Nationality			
PPS No				Contact No			
Email Address							
Are You A Non EEA National?	Yes	No	If Yes Do You have a GNIB Card	Yes	No	Card No:	Issue Date:
						Stamp No:	Expiry Date:
Notes:							
SECTION 2 - EMPLOYMENT DETAILS							
Job Description							
Place of work							
Start date							
Hours Of Work:	Variable Hours			Fixed Hours			
(Enter hours worked - Enter last weeks if variable hours)							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Date:							
Start							
Finish							

* EEA – The European Economic Area comprises the Member States of the European Union together with Iceland, Norway and Liechtenstein.

Terms of Employment Issued?							Yes	No
Procedures for bullying, harassment, discipline & grievance given?							Yes	No
Payslips given	Yes	No	If Yes How Often:	Weekly	Fortnightly	Monthly		
Payment Day/ When does payment relate to?								
Method of Payment?		Cash	<input type="text"/>	Cheque	<input type="text"/>	Bank	<input type="text"/>	
Do you clock in/out or Sign off on your hours worked?							Yes	No
Rest breaks Given?	Yes	No	How long is given?			Breaks Paid?	Yes No	
Annual Leave Given?	Yes	No	How much leave is given?					
Work Public holidays?	Yes	No	Do you receive any payment?	Yes	No	If Yes How Much?		
Work Sundays?	Yes	No	Do you receive extra payment?	Yes	No	If Yes How Much?		
Meals Given	Yes	No	Any deduction taken for this?	Yes	No	If Yes, how Much?		
Board Given	Yes	No						
Work Overtime?	Yes	No	How much payment received?					
Rate of pay (gross - before deductions)				Per Hour: €		Per Week: €		
Any non-statutory deductions from wages other than statutory?								
Any other payments or subsistence to you?								
Important Note: If your rate of pay is below €9.15 per hour please provide the date you first commenced employment since turning 18 years old →							Commencement date:	
Other Areas of concern in relation to your employment?								

Signature (Optional):

Date: