**IF PRINTING, PLEASE USE A3 PAPER**

**Employee Details Form**

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| **Employer Legal Entity name:** | Test Dummy Ltd |
| **Trading as:** | Test Dummy |
| **Employer Registration No[[1]](#footnote-1):** |  |
| **Pay Reference Period (e.g. weekly, fortnightly, monthly):** |  |

**This form must be fully completed for all employees (past/present & full/part-time) for the previous 12 months from the date of inspection.**

| **Employee Name** | **Employee**  **Address** | **Date of**  **Birth** | **Tel No** | **Email address** | **PPSN** | **Job Description / Job Title** | **Nationality** | **Where Non-EEA Nationals:**  **Details of Permissions held (e.g. Employment Permit, Stamp/ Residency Card** | **Start**  **Date** | **Finish Date** | **Is accommodation provided by the Employer? (Y/N)** | **Are meals provided by the Employer? (Y/N)** | **Gross**  **Weekly Pay** | **Total of Weekly Hrs Worked** | **Gross Hourly Rate of Pay** |
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1. This is a unique number issued by the Revenue Commissioners usually consisting of 7 digits and a letter [↑](#footnote-ref-1)