CONTRACT REQUEST

Form to be completed manually or by computer (preferably)

French Business Advice

Company:
Name of Contract Performance Establishment: (If several establ.)
Requester:

Employee: Mr. ☐   Ms.

First Name:
Surname:
Maiden Name:
Social security N°:
Date of birth:
City of birth:

Address:

Postal Code:
City:
Nationality*:

Is the employee family-related (through her/his spouse, companion or descendant) to one of the company managers or shareholders?
Yes   No   If so, which one?

Does the employee own shares or is she/he in the management team of the company that employs her/him?
Yes   No

* If the employee's nationality is not from the EU, **her/his resident permit must be attached** so that we can check the validity of her/his work permit.

CONTRACT

Has the employee already been hired? (If yes, from DD/MM/YYYY to DD/MM/YYYY):

Employee recognized as a disabled worker?   Yes ☐   No ☐

Type of contract:	Date of contract:	Working hours:

☐ Permanent contract
If assisted contract, which one?
 	
☐ Temporary employment contract Replacement of an absent employee
Name, function, classification of the replaced employee:
 	
Reason for employee's absence:
 	
☐ Temporary increase of activity contract
Reason:
 	
☐ Temporary seasonal contract
Reason:
 	
   "CDD d'usage" (if provided for by collective agreement)
 	
   Precise term   Imprecise term (fixed-term replacement/seasonal fixed-term)
	Hiring date
	
	Hiring time
	
	Date of end of contract
	(Except for permanent contract)
		☐ Part-time
		Total weekly hours: h
		
		Hourly distribution
		
		Monday: h Tuesday: h
		Wednesday: h Thursday: h
		Friday: h Saturday: h
		Sunday: h
		
		☐ Full Time
		
		35h: ☐
		
		Other: h

Nature of the job according to its collective agreement and salary	
Employment/Position: Status: Executive ☐ Non-executive Classification (Level/Efficiency/Step, etc.): Degree / Education Level: Monthly salary provided for (For a full month - If not filled in, application of the conventional minimum):	Other comments (e.g. specific clause, benefits in kind, etc.):

URSSAF declaration to be sent by our firm: ☐ Yes ☐ No