

CONTRACT REQUEST FORM INSTRUCTIONS

1

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

2

Employee: Mr. ___ Ms. ___ First Name: _____ Surname: _____ Maiden Name: _____ Social security N°: _____ Date of birth: _____ City of birth: _____	Email address: _____ Address: _____ _____ Postal Code: _____ City: _____ Nationality*: _____
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3

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

4

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

6

Employment/Position: _____ Status: Executive <input type="checkbox"/> Non-executive <input type="checkbox"/> 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.): _____ _____ _____
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URSSAF declaration to be sent by our firm: Yes No

1) Company:

This is the name of the company that employs the employee for whom a contract is requested.

2) Social security number:

This is the employee's personal identification number to the social security system in France. It is important to know this number, especially if social security contributions are to be allocated or if the withholding tax rate is to be personalised.

3) Nationality:

If the employee is not of French or European nationality, it is compulsory to have a work permit before being hired.

4) Type of contract:

- Permanent contract: The employment contract has no end.
- Temporary employment contract replacement: The employee is hired to replace another absent employee (it must be specified which employee is being replaced and the reason why he/she is absent).
- Temporary increase of activity: The employee is hired to compensate for an increase in activity (the reason and the end date of the contract must be specified).
- Temporary seasonal contract: This fixed-term employment contract can only be used at certain periods of high activity in a specific geographical area.
- "CDD d'usage": Very short contract specific to certain collective agreements.

5) Working Hours:

- Part time: All employment contracts with a weekly working time of less than 35 hours (It is necessary to specify the work schedule).
- Full time: Employment contract from 35 hours of work per week.
- Other: Employment contract based on a fixed day rate (218 working days per year).

6) Status:

- Executive position: The employee has functions of a predominantly intellectual nature, he manage and he has the responsibility of other employees, he has sufficient scope for initiative and/or autonomy, and effective responsibility contributing to the running and development of the company.
- Non-executive position: All employees with another status (manual workers, technicians, administrative staff, etc.) who do not have major responsibilities in the company and are under the responsibility of another person.

7) Other comments:

All other specificities of the contract must be indicated in this part (e.g. taking over seniority, specific clause, deleted trial period, professional expenses reimbursements, supply of equipment -computer, mobile phone,etc.-, professional confidentiality,etc.).

8) Monthly salary:

It must be specified whether the monthly salary amount is:

- Gross
- Net before withholding tax
- Net after withholding tax

9) URSSAF declaration:

Each time a new employee is hired, a declaration must be made to the URSSAF (if you want us to take care of this declaration tick "Yes").



FBA

French Business Advice