

Personal data form for new employees

Name:	Cpr.nr.:
Home address:	Date of employment:
Postal code & city:	Employed until (if fixed-termed):
Telephone:	Position:
For registration of days off for childcare (omsorgsdage), state date of birth of children less than 8 years old:	Institute/department:
The salary will be paid to your bank account (NEM-konto)	
Tax informations will be received from the tax office (SKAT) automatically	
Please use the secondary taxcard	
Tax Identification Number (TIN – must be reported if you will not reside in Denmark during (parts of) your employment. See definition of TIN in various countries on OECD.org):	

Relevant degrees

Degree(s):	Date(s) of completion:

Employment after ended education (incl. start and end dates) and previous employments in the Danish State:

Position, place, working hours per week:	Periods of employment (start + end dates):
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Resumé with information about periods of employment(s) may be enclosed	

Date	Signature
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