

Name, surname:

Start date:

Position:

Done	Task
<input type="checkbox"/>	Inform the employee about rights and obligations arising from the employment agreement before its conclusion
<input type="checkbox"/>	Request the following data from the employee for the employment agreement preparation:
<input type="checkbox"/>	<input type="checkbox"/> Name, surname, birth name, degree title
<input type="checkbox"/>	<input type="checkbox"/> Date and place of birth
<input type="checkbox"/>	<input type="checkbox"/> Birth registration number
<input type="checkbox"/>	<input type="checkbox"/> Permanent residence address, correspondence address (where applicable)
<input type="checkbox"/>	<input type="checkbox"/> Citizenship
<input type="checkbox"/>	<input type="checkbox"/> Employee's health insurance company
<input type="checkbox"/>	<input type="checkbox"/> Bank account number (if the wage is to be paid via bank transfer)
<input type="checkbox"/>	<input type="checkbox"/> Information on execution order or insolvency regarding the employee
<input type="checkbox"/>	Request the following documents and information from the employee:
<input type="checkbox"/>	<input type="checkbox"/> Prior employment verification letter
<input type="checkbox"/>	<input type="checkbox"/> Taxable income certificate (if the tax return is prepared by the employer)
<input type="checkbox"/>	<input type="checkbox"/> Academic or professional qualification (diploma, certificate)
<input type="checkbox"/>	<input type="checkbox"/> Extract from the criminal record, confirmation of student status letter, acknowledgement of pension and receipt of pension, documentation for claiming child tax relief (if justified)
<input type="checkbox"/>	<input type="checkbox"/> Documents proving the right to reside and work in Czechia (in case of a foreigner)
<input type="checkbox"/>	Conclude the employment agreement (both parties)
<input type="checkbox"/>	Provide the employee with 1 counterpart of the signed employment agreement
<input type="checkbox"/>	Provide the employee with associated unilateral documents:
<input type="checkbox"/>	<input type="checkbox"/> Wage statement (if the wage is not agreed upon in the employment agreement)
<input type="checkbox"/>	<input type="checkbox"/> Job description
<input type="checkbox"/>	Sign the appropriate related documents (liability agreements, handover protocols etc.)
<input type="checkbox"/>	Arrange for the entry medical examination of the employee prior to the work start
<input type="checkbox"/>	Create the employee's personal file
<input type="checkbox"/>	Inform the employee in writing regarding the following terms of the employment relationship:
<input type="checkbox"/>	<input type="checkbox"/> Specification of the type and place of work (e.g. if the agreed place of work is "Prague", you should inform the employee regarding the specific address)
<input type="checkbox"/>	<input type="checkbox"/> Length of annual leave, or the method of its determining
<input type="checkbox"/>	<input type="checkbox"/> Notice periods
<input type="checkbox"/>	<input type="checkbox"/> Weekly working hours and their distribution
<input type="checkbox"/>	<input type="checkbox"/> Wage details and the remuneration method, the maturity of wage, pay day and the place and method of wage payment
<input type="checkbox"/>	<input type="checkbox"/> Collective agreements
<input type="checkbox"/>	Provide the employee with personal safety equipment and work equipment
<input type="checkbox"/>	Arrange for initial training of the employee in occupational safety and health, fire safety and specific training for the job position (where appropriate)
<input type="checkbox"/>	Register the company as a tax payer of employment tax with the tax authority (only at the time of employment of the first employee)
<input type="checkbox"/>	Register the company as an employer with the appropriate district social security administration (only at the time of employment of the first employee)
<input type="checkbox"/>	Notify the appropriate district social security administration of the new employee
<input type="checkbox"/>	Register the company as an insurance premium payer with the employee's health insurance company (if not already registered with that insurer) and notify the insurer of the employment
<input type="checkbox"/>	Provide the employee with a statement for the purpose of income tax advances and arrange for its signature by the employee
<input type="checkbox"/>	Fulfill the following obligations when employing foreigners:
<input type="checkbox"/>	<input type="checkbox"/> Keep documents proving the right to reside and work in Czechia
<input type="checkbox"/>	<input type="checkbox"/> Notify the Labour Office no later than on the day of the employee's work start
<input type="checkbox"/>	<input type="checkbox"/> Enter the employee into the record of employees-foreigners
<input type="checkbox"/>	Inform the bailiff/insolvency administrator of the employment (if the employee has an execution order or is insolvent)