Employed / Self-Employed Assessment

In the majority of cases it will be obvious whether you are employed or self-employed. However, sometimes it isn’t easy to decide. You will need to look at your job as a whole, taking into account all the conditions you work under.

Bear in mind that because you are self-employed in one job doesn’t necessarily mean you will be in your next job.

The following questionnaire has been compiled using guidance from the Inland Revenue document IR56.

Please note that ALL questions on both sides of the ‘Self-Employed/Employed Form’ need to be completed in order to ascertain employment status.

Please tick the relevant boxes.

SECTION 1:

Question 1: Do you yourself have to do the work rather than hire someone else to do it for you?

Yes ☐  No ☐

Question 2: Can someone tell you at anytime what to do or when and how to do it?

Yes ☐  No ☐

Question 3: Are you paid by the hour, week, or month? Can you get overtime pay?

Yes ☐  No ☐

Question 4: Do you work set hours, or given number of hours a week or month?

Yes ☐  No ☐

Question 5: Do you work at the premises of the person you work for, or at a place or places he or she decides?

Yes ☐  No ☐
SECTION 2:

Question 1:- Do you have the final say in how the business is run?

Yes ☐ No ☐

Question 2:- Do you risk your own money in the business?

Yes ☐ No ☐

Question 3:- Are you responsible for meeting the losses as well as taking the profits?

Yes ☐ No ☐

Question 4:- Do you provide the main items of equipment you need to do your job, not just the small tools many employees provide for themselves?

Yes ☐ No ☐

Question 5:- Are you free to hire other people on your own terms to do the work you have taken on? Do you pay them out of your own pocket?

Yes ☐ No ☐

Question 6:- Do you have to correct unsatisfactory work in your own time and at your own expense?

Yes ☐ No ☐

Question 7:- Can you send someone else in your place to do your job?

Yes ☐ No ☐

I certify that I have answered the above questions truthfully and am aware that my answers may be used to determine my employment status.

Signature: ___________________________    Date: ___/___/___

Print Name: ____________________________