Employment Contract Compulsory Vocational Internship

Employer:

Name:

Address:

Telephone:

Employee:

Name:

Address:

Date of birth:

Name of school: HLW Strassergasse, 1190 Vienna Class:

Address:

Guardian:

Name:

Address:

Telephone:

§ 1

The contractual parties conclude an employment agreement in order to meet the requirements of the compulsory vocational internship according to the curriculum. This contract regulates the bilateral rights and obligations for the execution of the compulsory vocational internship required by the curriculum.

§ 2

The compulsory internship according to the curriculum of Höhere Bundeslehranstalt für Wirtschaftliche Berufe, HLW 19, Strassergasse shall be made in the area / areas (department) accounts, regional department and sales\* (\**genaue Bezeichnung der Abteilungen wird noch ergänzt*). The student shall be given the opportunity to become acquainted with the departments for 40 hours per week for 8 weeks, providing an in-depth insight into the practical tasks of the organisation.

The place of work shall be the office of the corporation in: Manchester, St. James House, 7 Charlotte Street

§ 3

The employment is for a fixed time. The compulsory internship commences on \_\_\_\_\_\_\_\_\_\_\_ and terminates on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The regular working time per week (excluding breaks) amounts to 8 hours. The regular working time shall be on the following days / the following hours:

The regulations according to the Children and Young Persons Act 1933 (Department of Health) shall apply to this employment contract.

§ 4

The employer undertakes to meet the requirements for the execution of the compulsory vocational internship according to the curriculum. The employer further undertakes to assign only such tasks to the employee that are in line with the curriculum and to provide training on the practical execution of these tasks and to call to attention any accident hazards. The employer is obliged to inform the guardian of any special occurrences.

The employer agrees to grant access to the place of work to the representative of the school and to co-operate with them during the period of the internship.

The monthly gross salary amounts to € \_\_\_\_\_\_\_\_\_\_\_\_.

The salary is payable at the end of each month and shall be documented according to the local legal regulations.

This employment contract is subject to any and all legal regulations.

These regulations shall be made available for inspection if required.

The employment shall be reported to the local social security office and meets all the legal requirements of an employment.

§ 5

The employee undertakes to fulfil the tasks according to the requirements of the compulsory vocational internship diligently and with care and to meet the agreed working time. The corporate directives and regulations have to be observed and any business information of the corporation has to remain confidential.

§ 6

The employer undertakes to issue a testimonial in reference to the period of the compulsory vocational internship at their own cost at the end of the compulsory vocational internship, which shall be presented to the school. This testimonial has to include the duration of the compulsory vocational internship and may also list the skills acquired. Any comments that would have an adverse effect on the further career of the employee are not permissible.

§ 7

This employment contract may be terminated prematurely by mutual agreement or by both sides unilaterally in case of any special occurrence according to the local law on vocational training for general practice.

§ 8

This employment contract shall be issued in 3 originals. One original shall remain with the employer, the second original is for the employee and the third original has to be handed over to the school.

Place, date

Employer Employee

 Guardian