



Contract of placement for employment

between

(employer's name and address)

and

(students name, date of birth, school)

Represented by

(parent)

Resident in

(Address, phone number)



§1

In order to fulfil the curriculum's obligatory placement an apprenticeship is concluded between the contracting parties. This contract sets up the duties and rights – for both contracting parties – necessary to carry out the placement which is mandatory.

§2

The mandatory placement is based on the curriculum of secondary educational colleges for social management.

§3

The mandatory placement starts on _____ (day/ month/ year) and ends on _____ (day/ month/ year). The weekly working time amounts to ____ hours. For trainee-students younger than 18 years the legal working regulations are in force. Labour as well as social laws have to be obeyed to.

§4

With regard to the due holiday, the holiday laws have to be respected.



§5

The employer is obliged to carry out the mandatory placement in the way this is designed in the curriculum; thus, the trainee-student should be enabled to get to know a variety of different aspects of the contracting party, such as its administration and management as well as patient/client care.

Furthermore, the employer is obliged that the trainee student is only given tasks which serve his/her training objective, and which fall under the protection of employees' regulations. The trainee student has to be practically instructed in the various tasks she/ he has to do. It is essential that the trainee student is informed about possible accident risks. Due to the employer's responsibility concerning the trainee student's duty in respect of and supervision the employer has to notify the parents or the legal guardian of the trainee student of particular occurrences.

The employer permits the representatives of the school to access the trainee student's workrooms throughout the entire time of the placement. The aforementioned is also prepared to work together with the representatives.

The placement-working contract underlies the collective agreement of

as well as all other labour law regulations.

The norms of the collective legal basis (collective agreement, shop agreement, etc.) which have to be applied to this contract are in the company/ firm/ charity/ hospital's _____ for examination.

The trainee student is going to be registered at social security on time.

§6

The trainee student is obliged to fulfil the instructed work, i.e. tasks which serve the purpose of his/her education (cf. above)

He/she has to obey the house rules and the internal company regulations as well as safety regulation and other regulation which saves life and health. Furthermore, the trainee student is enjoined to secrecy concerning trade as well as business secrets.



§7

The employer has to create a certificate for the trainee students and his/ her school. This certificate has to state the employer's name and address, the trainee student's data as well as the exact time (i.e. day/ month/ years to day/ month/ year) of the entire placement. Various statements about acquired knowledge and skills can be included, statements, however, which could make the trainee student's progress/ career more difficult, are not permitted.

§8

The placement-working contract can be terminated by mutual agreement or it can be terminated by each contracting party if an essential reason can be given.

§9

This contract has to be issued in three copies: the first for the employer, the second for the trainee student's school and the last for the trainee student him/herself.

Place, date

Employer's signature

Trainee student's signature

Parents or legal guardian's signature