WORK PLACEMENT

EMPLOYMENT CONTRACT FOR PRACTICAL TRAINING

agreed
between

…….....,
referred to hereafter as “the employer”

and…....., birthdate .....,

Student at the

.....
(Name of the school)

Legally represented by
….....
Adress, Phone
.....

§ 1

The employment contract is agreed in fulfilment of the workplace as required by the national curriculum for ……..……
(Name of the school) in Austria, (referred to hereafter as “the college”). It is to lay down the duties and rights of both contracting parties. The purpose of the practical training is to complement the knowledge and skills acquired by the trainee in practical subjects taught at the college.

§ 2

The work placement – compulsory practical training – takes place at

.....
(Name of hotel, department)

§ 3

The work placement begins…..... (Date) and
ends..... (Date)
The working time per week is.....hours.

§ 4

The employer agrees to offer the trainee the opportunity to become familiar with such.....as reception procedures, housekeeping, kitchen operations, guest services and other related support activities associated with hotel management. Furthermore, the employer agrees to employ the trainee exclusively with tasks serving the purpose of the practical training, to systematically introduce him/her into the organization of the hotel and to make him/her aware of occupational hazards and hotel safety.

The employer agrees to instruct the trainee to be punctual, to act in a professional manner towards guests and staff. In case of any unusual occurrences, the trainee´s parents may be informed by the employer.

The employer agrees to cooperate with the college and/or its representatives during the time indicated above.

In case free accommodation cannot be provided, the employer agrees to assist the trainee in organising their own accommodation that poses no threat to their health and safety.
The employer will provide meals while the trainees is on duty.

It required, free working uniforms will be provided by the employer.

The Payment is …..(Currency)..... (Gross) per month/week. It is due by the end of month/week, accompanied by a pay slip in written form.
Wages will essentially correspond to the national pay level for comparable work and qualification in country of employment.

§ 5

The trainee agrees to complete the tasks assigned, comply with scheduled working hours and employer rules and safety regulations respect the proprietary nature of the employer´s business.

§ 6

The employer agrees to sign a certificate of completion and return it to the college within two weeks upon completion of the trainee´s employment. This certificate will include the place, date and duration of the work placement. It may also include additional information about knowledge and skills acquired during the work placement. It will not include any information that may have a negative effect on the student´s career.

§ 7

The contract may be cancelled prematurely, either by mutual agreement, or by one part only, for reasons that would make continued employment unacceptable.

§ 8

The contract will be built in four copies. One copy remains with the employer, a second one is for the trainee and the other two are to be handed over to the responsible school.
Signed:

_____

Employer Trainee Legal guardian

_____

Date/Place