

# TRAINEE – CONTRACT OF EMPLOYMENT

agreed between:

Employer (owner, company, address): .....

.....

Trainee (Name, date of birth): .....

Address: ..... Phone: .....

Legally represented by (parent/guardian): .....

Address: ..... Phone: .....

Name of school:

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## § 1

Austrian pupils attending certain school types (school for tourism, commercial schools) must complete a period of training in a hotel and catering establishment during their holidays. This training period serves to supplement and complete the knowledge acquired in the practical school subjects, as well as moulding the personal development and above all professional attitude of the trainees through contact with real-life working situations.

The employment contract is agreed in fulfilment of the workplace as required by the national curriculum. This contract regulates the duties and rights of both contracting parties.

## § 2

The practical training will take place in the following areas in the company: .....

.....

### § 3

The training period begins on (date) ..... and ends on (date) .....

The working time per week is ..... hours.

The working and social legislation regulations of the host country, in particular also the regulations laid down by EU-guidelines concerning the employment of young persons must be adhered to.

### §4

The employer obliges himself/herself to only allocate the trainee tasks that serve to further the trainee`s training within the framework of the employee protection regulations applicable to the trainee, to systematically introduce him/her to the running of the establishment by means of practical instruction, and in doing so, to especially also draw his/her attention to the risk of accidents. The employer agrees to instruct the trainee to be punctual, to act in a professional manner towards guests and staff.

The employer must voluntarily provide board and lodging free of charge and free of health or moral hazards, and is obliged to pay the stipulated remuneration on time.

The payment is

per month

per 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.

The employer obliges himself/herself to correctly register the trainee with all the necessary authorities and insurers in the host country.

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

### § 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 will not include any information that may have 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.

Date:....., Place .....

Employer:

Trainee:

Legal guardian: