

WORK EXPERIENCE CONTRACT

Between the **undersigned** :

COMPANY/ ORGANISATION			
Address:			
Tel:		Fax:	
Line of business			
Represented by Mr./Mrs.	Name and First Name:		Position:
	Email:		

and

<p>THE EUROPEAN SCHOOL OF BRUSSELS II Avenue Oscar Jespers 75 1200 Bruxelles TEL/ : 02/774 22 24</p>	<p>represented by: Mrs. Kamila MALIK School Director</p>
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and

THE PUPIL	Name and First Name:		
Address:			
Tel:		GSM:	
Date of birth: Place of birth:		Nationality:	
National number:		Email:	
Pupil at the above-named school in secondary class S			

and

THE REPRESENTATIVE OF THE UNDER-AGE PUPIL	Name and First Name:		
Address:			
Tel:		GSM:	
Email			

It is agreed that:

Article 1

The company mentioned above accepts the pupil of the European School of named above, on work experience.

Article 2

The company agrees to take into consideration the work experience needs of the pupil in the choice of work given. The business agrees to treat the pupil fairly.

Article 3

The trainee is defined, in accordance with the legal provisions, as an unpaid trainee who, within the framework of an internship program organized by the school, actually works for the host company under conditions similar to those of the employees employed by the company in order to acquire professional experience.

Article 4

Work experience will take place from **Monday** to **Friday** inclusive.
The normal working day begins at _____ and finishes at _____.

Article 5

The contact person responsible for work experience in the company is

Mr./Mrs. _____

e-mail : _____

Article 6

The coordinator(s) in the school is (are):

Name + Email: _____

Article 7

The company will inform the management of the school if the pupil is absent on any occasion and of any other problem which may arise during the period of work experience.

Article 8

The teacher will inform the company of any problem which could arise during the period of work experience.

Article 9

Within the framework of the contract, the pupil continues to be under the responsibility of the school at which he/she is enrolled. There exists between the pupil and the company no agreement of continued employment.

This situation is subject to the following conditions:

- the pupil remains entirely under the school statute, and accordingly receives no remuneration;
- the pupil is, for the duration of the internship and under the conditions of the present agreement, insured according to the terms of the work accident insurance contract (Law of 10/04/1971) subscribed by the School.

The company will make sure to inform their insurance company of the intern's presence in their company, in relation to their civil liability insurance.

[Explanation of the last sentence in article 9 of the work experience contract:

All companies have a civil liability insurance policy that covers their personnel. Accepting a student for work experience does not at all change this policy. All that is necessary is to inform the insurance company that a student is carrying out work experience at the time. The company's insurance covers our student for any occurrence following and due to an express demand or order given by the entrepreneur or their representative.]

Article 10

The company agrees to take responsibility for the expenses incurred by the pupil on the work premises, according to the authority and ruling of the said company.

Article 11

The company is beholden to inform the management of the school/and or the organisation responsible for health and safety of any problem of a medical nature which comes to light during the pupil's presence in the company.

Article 12

The pupil on work experience agrees to conform to the work rules in force in the company and to arrangements relating to security.
He/she also agrees to respect the rule of confidentiality, which is expected of all personnel members.

Article 13

The company or the school will be able to terminate the current contract after prior consultation. All parties must have been given advance warning.

Article 14

Without influencing the articles of the present contract, any specific arrangements agreed between teaching establishments and companies remain applicable. In this instance, they are attached.

Done in 4 copies. Date _____

<p>For the business, Read and approved.</p>	<p>Business stamp</p>
<p>For the European School Brussels II Read and approved.</p>	<p>School stamp</p>
<p>Pupil's signature, Read and approved.</p>	<p>Signature of the pupil's representative (for a pupil under the age of 18), Read and approved.</p>