



TRAINEE - CONTRACT OF EMPLOYMENT

Employer (owner, company, address):

Trainee (Name): _____ born on _____

Student at the

O Höhere Lehranstalt für Tourismus class: _____

O Fachschule für wirtschaftliche Berufe class: _____

Represented by (parent/guardian):

(Address, Telephone Number)

§ 1

Austrian pupils attending schools for tourism 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 trainee through contact with real-life working situations.

In fulfilment of the obligatory training period laid down in the curriculum, a training relationship on the basis of employer - employee is agreed in this contract. This contract regulates the duties and rights of both parties.

§ 2

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

§ 3

The training period begins on _____ and ends on _____. The weekly working hours will comprise _____ 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 is to ensure that the trainee is taught to be punctual and how to behave correctly towards guests and other employees. 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 remuneration is € _____ per month.

The remuneration is always due at the end of the month. The statement of payment, together with the handing over of a pay slip in writing, must take place on the third day of the following month at the latest. The employer obliges himself/herself to correctly register the trainee with all the necessary authorities and insurers in the host country.

- Deductions for state health and accident insurance will be undertaken, where applicable, by the employer and will be calculated within the framework of the remuneration.
- The trainee is solely responsible for the payment of all contributions.

§ 5

The trainee is obliged to conscientiously carry out the duties allocated to him/her within the framework of the aims of his/her training, duties that serve to further his/her training and to keep to the prescribed working hours. After relevant instruction the trainee must adhere to the company and house rules as well as to the required safety and other regulations to protect life and health and must maintain strict discretion concerning any company and business secrets.

If special clothing (e.g. uniform) is demanded by the employer during working hours, this must be provided, repaired and cleaned by the employer.

§ 6

The employer is obliged, at his/her expense, to supply the trainee with a certificate at the end of his/her obligatory training period which refers to the completed practical training so that this may be presented at the trainee's school.

§ 7

The training contract can be prematurely cancelled either conjointly or by either of the two parties on the presentation of a pertinent reason, in keeping with the relevant regulations of the host country.

§ 8

The contract will be drawn up in triplicate. One copy will remain in the possession of the employer, a second will be given to the trainee and a third given to the trainee's school.

_____, _____
(Place) (Date)

Employer:

Trainee:

Parent/Guardian: