**EMPLOYMENT CONTRACT FOR PRACTICAL TRAINING**

|  |  |
| --- | --- |
| **between** |  |
| name of employer / hotel |  |
| address |  |
| telephone |  |
| e-mail |  |
| **and** |  |
| name of employee |  |
| born on |  |
| legally represented by (parents) |  |
| address |  |
| telephone |  |
| student at the | **Logo HBLW_neu**  **Höhere Bundeslehranstalt für wirtschaftliche Berufe Wels**  4600 Wels, Wallerer Straße 32Telefon: +43 7242 64068 12  E-Mail: [hblw-wels.favo@eduhi.at](mailto:hblw-wels.favo@eduhi.at)  Ansprechperson: FV Dipl. Päd. Sieglinde Mittermayr |

The employment contract is concluded in fulfillment of the work placement as required by the national curriculum for **HOEHERE BUNDESLEHRANSTALTEN FUER WIRTSCHAFTLICHE BERUFE** in Austria. It is to lay down the duties and rights of both contracting parties. The work placement – a compulsory practical training – is supposed to complete and perfect the knowledge and skills acquired in practical subjects taught at the college.

The compulsory practical training takes place at

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|  |
| name and address of employer |

|  |  |  |  |
| --- | --- | --- | --- |
| Training begins on |  | and ends on |  |

Working hours are \_\_\_\_\_\_\_\_ per week. The trainee is permitted \_\_\_\_\_\_ days off per week. Laws regarding working conditions for minors will be strictly adhered to. The amount paid for any hours worked overtime is \_\_\_\_\_\_\_\_.

Payment is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month / week. It is due by the end of the month / week, accompanied by a pay slip in written form. According to Austrian regulations, payment has to be at least as high as a trainee’s wages in his/her last year of apprenticeship. Higher wages may be agreed on.

The employer agrees to set the trainee only those tasks which correspond to their particular   
training in the departments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify, e.g. kitchen, service, front desk, etc.) in order to give an insight into specific tasks. Furthermore, the employer agrees to systematically introduce him/her into the organization of the hotel and to make him/her aware of the danger of accidents.

The employer provides free food and accommodation. Accommodation facilities will not collide with the principles of moral integrity and provide a healthy and safe working and living environment. If required, free working uniforms will be provided by the employer.

The employer is responsible to respect the current youth-regulations and laws and agrees to provide the trainee with a certificate at the end of his/her training which should comment on their performance at work.

The trainee agrees to complete his/her work conscientiously. He/She agrees to abide by the rules of the company, as well as other rules regarding security and hygiene. He/She also agrees not to reveal any company secrets to third parties.

The employer agrees to make out a certificate at the end of his/her training which should comment on his/her performance at work. The certificate will include the place, date and duration of the work placement. It may also include information about knowledge and skills acquired during the training. It will not include any information that may have a negative effect on the student’s career.

The contract may be cancelled prematurely, either by mutual agreement, or by one party only, for reasons laid down in the Austrian Law on Professional Formation (§15).

The contract will be made in duplicate, one remaining with the employer and one being handed over to the trainee.

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|  |  |  |  |  |
| (employer) |  | (trainee) |  | (parent) |
|  |  |  |  |  |
| (place and date) |  | (place and date) |  | (place and date) |