

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  **HLW**
LINZ-AUHOF

Höhere Lehranstalt für wirtschaftliche Berufe
Aubrunnerweg 4
4040 Linz

Telefon: 0043732/750903
Fax: 0043732/750903-50
E-Mail: office@hlwauhof.eduhi.at

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

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 her/his 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 her/him into the organization of the hotel and to make her/him 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 her/his training which should comment on their performance at work.

The trainee agrees to complete his/her work conscientiously. She/He agrees to abide by the rules of the company, as well as other rules regarding security and hygiene. She/He 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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place and date

.....
employer

.....
place and date

.....
trainee

.....
place and date

.....
parent