



The European School  
Brussels IV

**WORK EXPERIENCE  
CONTRACT**

Between the **undersigned** :

<b>Enterprise</b>		
Address:		
	Tel :	Fax:
Department:		
Represented by <b>Mr./Mrs.</b>		Position:
	e-mail	

<b>Mr. Wulf Schlabe</b> Headmaster: Telephone: 02 / 340 1390	<b>European School of Brussels IV</b> <b>Drève Sainte-Anne 86</b> <b>1020 Bruxelles</b>
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<b>Mr./Miss</b>		
Address:		
Tel:	GSM:	
Date of birth		
Pupil at the above named school class . . . . . secondary.		

The pupil, if under 18 years of age, is represented by (name and address of parent or guardian)



It is agreed that:

### **Article 1**

The enterprise mentioned above accepts the pupil of the European School of Brussels IV named below, on work experience.

### **Article 2**

The enterprise 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**

Work experience will take place from **Monday** .....to **Friday** .....inclusive.

The normal working day begins at \_\_\_\_\_ and finishes at \_\_\_\_\_ .

### **Article 4**

The contact person responsible for work experience in the enterprise is

**Mr./Mrs.** \_\_\_\_\_

e-mail : \_\_\_\_\_

### **Article 5**

The teacher coordinator is \_\_\_\_\_

### **Article 6**

The enterprise will inform the management of the school of any absence on the part of the pupil and of any other problem which may arise during the period of work experience.

### **Article 7**

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

### **Article 8**

Within the framework of the contract, the pupil continues to be the responsibility of the school at which he/she is enrolled. There exists between the pupil and the enterprise 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 insured under the terms of the insurance contract subscribed to by the school during the term of work experience and according to the conditions of the present contract.

The enterprise will ensure that it has an insurance contract covering its responsibilities.

**Article 9**

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

**Article 10**

The enterprise 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 enterprise.

**Article 11**

The pupil on work experience agrees to conform to the work rules in force in the enterprise and to arrangements relating to security.

He/she also agrees to respect the rule of confidentiality, which is expected of all personnel members.

**Article 12**

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

**Article 13**

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

Three copies, date \_\_\_\_\_

For the business, Read and approved.	Business stamp
For the school <b>Mr Schlabe</b> Read and approved.	School stamp
Pupil's signature, Read and approved.	
Signature of the person responsible (for a pupil under the age of 18), Read and approved.	