



**The European School
Brussels IV**

**WORK EXPERIENCE/CITIZENSHIP ACTION
CONTRACT**

Between the **undersigned** :

| | | |
|-----------------------------------|--------|-----------|
| Company/ Organisation | | |
| Address: | | |
| | Tel: | Fax: |
| Department: | | |
| Represented by Mr./Mrs. | | Position: |
| | e-mail | |

and

| | |
|--|---|
| European School of Brussels IV Address: Drève Sainte-Anne 86 1020 Laeken Tel: 0 2 . 3 4 0 . 1 3 . 9 0 | Represented by Markko Mattus Director of the school |
|--|---|

and

| | |
|--|--|
| Student | Name:..... Surname:..... |
| Address:..... | Nr : |
| Postal code:..... | City:..... |
| Country:..... | |
| Tel:..... | GSM:..... E-mail:..... |
| Date of birth:..... | Place of birth:..... Land of birth : |
| Nationality:..... | Gender:..... NISS code:..... |
| (only if Belgian nationality) | |
| Pupil at the above named school class S5 secondary. | |

and

| |
|--|
| The pupil, if under 18 years of age, is represented by (name and surname parent or guardian) : |
| Address:..... |
| Postal code: City: E-mail: |
| Tel :..... GSM : |

It is agreed that:

Article 1

The company mentioned above accepts the pupil of the European School of Brussels IV named below, on work experience/citizenship action.

Article 2

The company agrees to take into consideration the work experience/citizenship action 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 interhip 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/citizenship action 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 coordinators in the school are:
For work experience:

Mrs Helena Anjos : helena.anjos@teacher.eursec.eu
Mr. Michele Piscitelli: michele.piscitelli@teacher.eursec.eu

For citizenship action:

Mrs. Liliana-Magdalena Turoiu: liliana-magdalena.turoiu@teacher.eursec.eu

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/citizenship action.

Article 8

The WEX/CAAP coordinator will inform the company of any problem which could arise during the period of work experience/citizenship action.

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 organization 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/citizenship action 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 warnings.

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 3 copies. Date _____

For the business,
Read and approved.

Business stamp

For the school
Read and approved.

School stamp

Markko Mattus

Pupil's signature,
Read and approved.

Signature of the person responsible
(for a pupil under the age of 18),
Read and approved.