



## WORK EXPERIENCE CONTRACT

### Between:

|                                       |                                                                |            |
|---------------------------------------|----------------------------------------------------------------|------------|
| Company or Organisation :             |                                                                |            |
| Person responsible for the WE project | Mrs/ Mr : _____<br>Job title / Position: _____<br>Email: _____ |            |
| Address:                              |                                                                |            |
|                                       | Tel : _____                                                    | Fax: _____ |

### And:

|                |                                                                                              |                     |
|----------------|----------------------------------------------------------------------------------------------|---------------------|
| School         | <b>European School Brussels III</b><br>Boulevard du Triomphe, 135<br>1050 Brussels (Belgium) |                     |
| Represented by | <b>Mrs Micheline SCIBERRAS</b> - Director                                                    |                     |
|                | Tel : 02 / 629.47.00                                                                         | Fax: 02 / 629.47.92 |

### Concerning:

|                                                                 |                  |                         |
|-----------------------------------------------------------------|------------------|-------------------------|
| The Pupil :                                                     | Mrs/M : _____    |                         |
| Address:                                                        |                  |                         |
| Date of birth :<br>_____                                        | Email :<br>_____ | Mobile phone :<br>_____ |
| Pupil at EEB3 in ..... Class – section of the secondary school. |                  |                         |

If under the age of 18, the pupil is represented by:

**Name and address of parent, guardian or legal representative:**

Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_

**It is agreed that:**

**Article 1**

The Company or organisation given above accepts the pupil of the European School of Brussels III named below on a short-term Work Experience project.

**Article 2**

The Company or Organisation undertakes to take into consideration the work experience needs of the pupil in the choice of work given. The company or organisation undertakes to treat the pupil fairly as regards the provision and exercise of the work experience.

**Article 3**

The Work experience will take place from **Monday** ..... to **Friday** ..... inclusively (Please enter the exact dates of the Work Experience period agreed).  
The normal working day begins at ..... and finishes at .....

**Article 4**

The person responsible for the pupil in the course of his/her work experience is  
Mr /Mrs .....  
Please enter whose contact details are given above

**Article 5**

For the School, the teacher-coordinator of the Work Experience Programme is **Mrs Maria Ypofanti** ([maria.ypofanti@teacher.eurisc.eu](mailto:maria.ypofanti@teacher.eurisc.eu))

**Article 6**

The Company or Organisation undertakes to inform the management of the school of any absence on the part of the pupil and of any other problem that may arise during the period of Work Experience.

**Article 7**

The teacher will inform the Company or Organisation of any problem that may be encountered or may arise during the period of the Work Experience.

**Article 8**

Within the context of the present Work Experience contract, the pupil will continue to be the responsibility of the school at which he/she is enrolled i.e. EEBIII. There shall be no agreement for continued employment between the pupil and the Company or Organisation.

This Work Experience contract is hence subject to the following conditions:

- the pupil remains entirely bound by the School Rules during the period of Work Experience; as such he/she also remains under the school's responsibility and within the boundaries of the school status; the pupil thus receives no remuneration during his/her period of work experience;
- during the period of the Work Experience, the pupil is insured under the terms of the insurance policy to which the child is subscribed by the school, within the terms of the present contract.

The Company or Organisation undertakes to ensure that its own Insurance Provision covers its own responsibilities with respect to the terms of the Work Experience.

**Article 9**

The Company or Organisation agrees to take responsibility for the expenses incurred by or for the pupil on the work premises in the course of the Work Experience in accordance with the Company or Organisation’s rules and authority.

**Article 10**

The Company or Organisation undertakes 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 Company or Organisation.

**Article 11**

The pupil on work experience agrees to conform to the work rules in force in the Company or Organisation and to the arrangements relating to health, safety and security. He/she also agrees to respect the rule of confidentiality, as expected of all members of the Company or Organisation’s personnel.

**Article 12**

The Company, Organisation or the school can bring an end to the present contract to an end, if the terms of the present contract are breached, and after prior consultation. In the event of a breach of terms of the present contract, all parties undertake to give advance warning.

**Article 13**

Without affect to the articles of the present contract, any specific arrangements already agreed between teaching establishments and Company or Organisations remain in application. If this is the case, notice of these arrangements must be attached to the present contract.

Brussels, signed in three copies, on .....

|                                                                                      |                                 |
|--------------------------------------------------------------------------------------|---------------------------------|
| For the company or organisation,<br><br>For approval,                                | Company’s stamp (if applicable) |
| For the school,<br><b>Mrs Micheline SCIBERRAS - Director</b><br>For approval,        | School stamp                    |
| Pupil’s signature,<br>For approval                                                   |                                 |
| Signature of the person responsible (for pupils under the age of 18)<br>For approval |                                 |