



## WORK EXPERIENCE CONTRACT

Between:

<b>Name of the company / organisation</b>	
Person responsible for the placement:	Mrs./Mr.: _____ Job title / Position: _____ E-Mail: _____
Address:	
	Tel: _____

<b>School</b>	<b>European School Brussels III</b> Boulevard du Triomphe, 135 1050 Brussels (Belgium)	
Represented by:	<b>M. Peter Garry</b> - Deputy Director	
	Tel: 02 / 629.47.00	Fax: 02 /629. 47. 92

<b>The pupil</b>	Miss/Mr.: _____	
School Email		
Date of birth:	Class:	Mobile phone:
_____	_____	_____
<b>NISS</b> (Numéro de registre national) : - - . - - . - - . - - . - -		

The pupil under the age of 18 is represented by:	
Name of legal representative: _____	
Email: _____	
Mobile phone: _____	

**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 work experience.

#### **Article 2**

The Company or organisation given above undertakes to take into consideration the work experience needs of the pupil in the choice of work given.

#### **Article 3**

The work experience will take place from: **Monday** ..... to **Friday** ..... inclusively.

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

#### **Article 4**

The person responsible (to contact) for the pupil in the company or organisation given above is:

Mrs /Mr ..... E-Mail: .....

#### **Article 5**

The coordinators of the Work Experience Programme (contact person) are **Catherine Hodara-Micolier** and **Catherine Kohler** ([IXL-WORK-EXPERIENCE@eursc.eu](mailto:IXL-WORK-EXPERIENCE@eursc.eu)).

#### **Article 6**

The company or organisation given above 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 WEX coordinator 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. There shall be no employment contract between him/her and the company or organisation.

This has the following consequences:

- The student remains entirely under school status and, as such, does not receive any remuneration.
- The student is, for the entire duration of the placement and under the conditions of this agreement, insured under the terms of the insurance contract taken out by the school.
- The company or organisation will ensure that it informs its insurance company of the presence of a trainee in order to cover him/her in the event of an accident occurring during the placement.

**Article 9**

The above-named 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 above-named 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 the company or organisation.

**Article 12**

The company, organisation given above, or the school can terminate the present contract, 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 organisation remain in application. If this is the case, notice of these arrangements must be attached to the present contract.

Brussels, on .....

<b>For the company or organisation</b> For approval	<b>Company's or organisation's stamp</b>
<b>For the School</b> <b>Mr. Peter Garry, Deputy, Director</b> For approval	<b>School stamp</b>
<b>Last name, first name and pupil's signature</b> For approval	
<b>Last name, first name and signature of legal representative</b> For approval	