

---

# VIP@work

vocational internship placements

---

---

## appendix internship agreement

---



Funded by the  
Erasmus+ Programme  
of the European Union

*This project has been funded with support from the European Commission. This publication (communication) reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.*

# Internship Agreement

Internship agreement between ... (name of internship) ... and ... (name intern) ...

The undersigned: ... (name intern) ..., residing in ... (address intern) ..., hereafter referred to as: 'Intern; and ... (name of internship) ..., established in ... (place of head office) ... and office at the ... (address where internship is run) ..., to this legally represented by ... (name of contact internship) ...; Agree that: 'Intern' is given the opportunity to gain practical experience in connection with his / her training, in the form of an internship ...

## Internship plan

The exact content of the internship is described in the internship plan, which is attached as an appendix, but some important points are also mentioned again in this internship agreement.

## Expensive

The internship runs from ... (dd / mm / yy) ... to ... (dd / mm / yy) ... on ... (location internship) ... to ... (place).

The working hours are from ... (day) ... up to and including ... (day) ... from ... (time) hours to ... (time) hours with a lunch break from ... (time) ... hours.

## Position

The intern has the function ... (function to be called) ... and fulfills the following tasks (tasks to be called) ...

## Internship guidance

... (Name) ... acts on behalf of the ... (name of internship) ... during the aforementioned period as an internship supervisor. The internship supervisor is responsible for proper supervision of the intern. The internship supervisor and the intern have weekly contact about the performance. In case of problems, the intern can always contact the internship supervisor.

## Contact person training and assessment

On behalf of the training of the internship ... (name) ... as a contact person. After completing the internship, he will be informed about the work performed.

**Disease**

If 'intern' becomes ill during the internship period, he / she must report this to your internship supervisor before ... (time) .... In the case of sickness, payment of the internship allowance takes place during ... (length in days) ... until the day on which the internship ends.

**Health insurance**

During the internship period, the 'intern' is insured for the health insurance fund. If 'intern' is also insured under the health insurance contract of his or her parents, ... (name of internship) ... 'intern' informs his or her parents that he / she has been insured for the health insurance fund during the internship . For the parents of " intern 'in that case there is the possibility of a partial refund of their health insurance premium.

**Identification obligation**

'Intern' is obliged to submit a copy of a valid proof of identity (no driving license) at the start of the training period.

**Travel allowance**

If 'intern' is in possession of free travel permit from government he / she also receives no travel allowance.

**Holidays**

'Intern' is entitled to ... (number of hours / days) ... vacation during the internship period. If circumstances occur that justify this, short-term leave may be granted. A compensation of ... (amount) ... can be paid on these days.

**Confidentiality**

By virtue of the fact that 'intern' is doing an internship at ... (name of internship) ... 'intern' has the obligation to maintain confidentiality - both during the internship and after - of everything directly or indirectly related to the interests of ... ( organization name) and in particular everything that belongs to the company, business operations and relations; everything taken in the broadest sense.

Drawn up and signed in duplicate signed on ... (dd / mm / yy) ... at ... (place) ...

Name ... ('intern') ..., On behalf ... (name of internship) ...,

CC.

Internship supervisor of the training of 'intern'

Possible attachments;

Internship plan as agreed in ..... (dd / mm / yy) ...

Payroll tax declaration

Completed personal questionnaire of company

Curriculum vitae

