

# TRAINEE WORK of CONTRACT

## HLA BADEN

Agreement between or agreed upon by .....

..... and  
(Company, Name, Address, Stamp)

Mr./Ms. .... born on .....

student of ..... class .....  
(Type of school)

represented by Mr./Ms. ....  
( parent)

domicile ..... phone .....

### §1

In order to fulfill the compulsory training program, a requirement of the curriculum, an agreement concerning the educationally designed work program is made between the contract partners. The contract defines the duties and rights of both parties involved in the process of carrying out the compulsory training program as required of the curriculum.

The compulsory training program serves as a supplement and a perfection of the skills and knowledge acquired during the course of the practical subject matter. It is also a means of forming the personality, especially the professional codex experienced by insights and a better understanding of job reality.

### §2

The training program starts on ..... and ends on .....

The working week consists of ..... hours. The job rights and the social rights by law of the state concerned, in particular the regulations concerning minors established by Federal Law are to be observed and obeyed.

### §3

The trainee is to receive the opportunity to become familiar with various aspects of the operation, especially in the section(s) of

.....

Insights in organizational problems and tasks in practical areas are also to be conveyed.

Furthermore the employer must provide the trainee with work only suitable to him/her according to the professional protection laws. The work serves educational purposes and the employer is to introduce the trainee systematically, through practical instruction, to business procedures and to make him/her aware of any special work dangers. The employer is responsible for the trainee's punctuality and proper conduct towards the guests and the members of the staff. The employer must, according to the wishes of BLT, look after the trainee and if necessary inform BLT and the parents of any unusual occurrences.

The employer offers daily meals freely and without charge, and is obliged to pay the salary punctually.

This salary amounts to ..... gross a month. The money is due at the end of each month. The accounting and payment, together with the pay slip, must be received by the third of the following month at the latest.

It is hereby also agreed that the employer provides the trainee with suitable and free accommodation, which neither endangers his/her physical health nor his/her morals.

§4

The trainee commits himself/herself, with due respect to the goals of the training program, to execute the educational tasks conscientiously and to adhere to the working hours. After sufficient instruction, he/she must follow the business and house rules as well as the pertinent safety rules or any other necessary rules for the protection of life and health. Professional discretion in connection with business secrets is called for.

If the employer requests a certain type of clothing (for example a uniform) during working hours, this is to be provided and kept clean at the employer's expense.

§5

At the end of the training program, the employer is obliged to issue a report as written evidence of the performed period of training. This report is for the trainee and his/her institute and is to be issued at the employer's expense. The report should include information concerning the duration of the training program and can include a description of the skills and knowledge acquired during the training program.

§6

The trainee work contract can be cancelled by mutual agreement or cancelled prematurely by one partner upon significant and legitimate reason.

§7

Three certified copies of the contract must be drawn up. One copy belongs to the employer, the second copy belongs to the trainee, and the third is to be given to BLT.

..... , .....  
Place Date

.....  
Employer                                  Trainee

.....  
Parent