

WORK PLACEMENT CONTRACT

By this contract the employer and the employee agree that the student of the Haaga-Helia University of Applied Sciences mentioned below may do the practical training as part of her/his studies in the employer’s organisation. In order to enable the student to write the required report, the employer agrees to give her/him the information necessary for this purpose. The employer is entitled to have a copy of the report. It is also desirable that the employer evaluate the student’s job performance and advice her/him on how to develop her/himself. The work placement advisor appointed by Haaga-Helia may also contact the employer. The work placement is full-time training at the location indicated by the employer.

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| Employer |  |
| Postal address of trainee’s job location |  |
| Contact personin matters concerning the work placement | Name and position | Telephone |
|  | E-mail | Fax |
| Fee | ❒Paid work placement | ❒Unpaid work placement |
| Trainee | Name | Student code |
|  | E-mail | Telephone |
|  | Home address Postal code City or town |
| Description of duties |  |
| Duration and dates of the work placement | Duration Commencement day Final date |
| Date |  |
| Employer’s signature |  |
| Trainee’s signature |  |