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**Student Agreement Form**

**HRDF No. 04-022.R1**

**Student Trainee Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**No. of hours required : \_\_\_\_\_\_\_\_\_\_**

**Dear Mr. /Ms. (Student last name)**

**Welcome to our organization and we look forward to offering you a rich learning experience.**

**This confirms the Company’s acceptance of your application as Student trainee to undertake (HOURS) commencing from \_\_\_\_\_\_\_TRAINING PERIOD\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**We wish to inform you that we are accommodating you subject to the following terms and conditions:**

**1.1 That you are a trainee and as such will not be recipient of statutory benefits that we extend only to full- time, probationary and/ or regular employees;**

**1.2 That you waive your right to make any claim or seek support for any untoward incident that might occur to you during your stay with the company;**

**1.3 That you shall receive an allowance of P12.50 per hour of training and shall be assigned at \_\_\_\_\_\_\_\_\_Department\_\_\_\_\_\_\_\_\_\_\_\_**

**1.4 That this agreement can be revoked at any time before the completion of your training hours at the sole discretion of the company;**

**1.5That you are required to accomplish an attendance record as proof of your training hours and basis for your allowance payment;**

**1.6That your time schedule shall be from 8:30am- 5:30pm every Monday, Tuesday and Friday;**

**1.7 That as a Student Trainee you agree to abide by the Policies, Rules, and Regulations of our company; further, that you are to immediately report in writing to any supervisor, manager or executive of the Human Resource Department any unsafe offensive behavior that you think may have been demonstrated by any member of our organization;**

**1.8 That you acknowledge to have read and understood the foregoing terms and conditions.**

**Please sign below if you accept these terms and conditions.**

**Erlou C. Salazar**

**HRD Manager, Talent Management**

**Conforme:**

**( Signature above Printed Name) ( Signature above Printed Name)**

**Authorized School Official**