

Company information form

Form to be completed by the hosting company prior to applying for an internship in a company and, if applicable, the edition of the internship agreement.

This document is not an internship agreement and does not commit the company or the student's school in any way.

STUDENT INTERN

Last Name: First Name:

Studies:

COMPANY INFORMATION

Registration number / SIRET:

Name:

Address:

Postal Code: City: Country:

Phone number:

INTERNSHIP LOCATION (IF DIFFERENT FROM THE COMPANY ADDRESS)

Address:

Postal Code: City: Country:

SIGNING OF THE AGREEMENT (COMPANY)

Mrs. Mr.

Last Name: First Name:

Position in the company:

e-mail address:

Phone number:

ADMINISTRATIVE CONTACT (IF DIFFERENT FROM THE INTERN'S)

Mrs. Mr.

Last Name: First Name:

Position in the company:

e-mail address:

Phone number:

ASSOCIATION LEONARD DE VINCI

Etablissement d'Enseignement Supérieur Technique Privé

12, avenue Léonard de Vinci - 92916 PARIS LA DEFENSE CEDEX - N° Siren : 402 850 226 - N° Siret : 402 850 226 00018 - APE : 8542Z

INTERNSHIP SUPERVISOR (COMPANY)

Mrs. Mr.

Last Name: _____ First Name: _____

Position in the company: _____

e-mail address: _____

Phone number: _____

DATES

From _____ To _____

EXCEPTIONAL CLOSURE(S) OF THE COMPANY DURING THE INTERNSHIP PERIOD

From _____ To _____

PLANNED ABSENCES DURING THE INTERNSHIP PERIOD (IF NECESSARY)

INTERNSHIP HOURS

Days:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours:

From _____ To _____

SPECIFIC WORKING CONDITIONS

- Night shift (between 22h and 6h)
- Work on Sunday
- Work on public holidays
- Tasks requiring travel within French metropolitan territory
- Tasks requiring travel outside French metropolitan territory

INTERNSHIP REMUNERATION

Gross Amount: _____ euros/ Monthly Hourly

Method of Payment: Cheque Bank Transfer

Contract: Internship
 Employment contract
 Other : _____

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DESCRIPTION OF BENEFITS IN NATURE

(for example: 50% reimbursement of public transport, lunch tickets...)

INTERNSHIP DESCRIPTION

Title:

Detailed description of context and missions entrusted:

Developed knowledge or skills:

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