

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:

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 :

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: