**LETTER OF COMMITMENT BETWEEN EMPLOYER, HOSTING ORGANISATION AND PARTICIPANT / PROHLÁŠENÍ O ZAPOJENÍ DO PROJEKTU**

*This template gives an indication of the structure and content typically found in letters of commitment. / Jedná se o vzorový dokument, který naznačuje možnou strukturu a obsah dohod.*

*Vzhledem k tomu, že v dokumentu je zahrnuta i část určená pro českého účastníka zahraniční stáže, je nutné vypracovat jej ve vícejazyčné verzi, tj. kromě angličtiny / úředního jazyka státu, ve kterém bude zahraniční stáž probíhat, také v češtině.*

*V případě, že zahraniční partner bude zároveň i v roli zaměstnavatele (poskytovatele zahraniční stáže), bude nutné vybrat variantu dvě s popisem povinností jednotlivých stran a odstranit šedě podbarvený text varianty jedna. / V případě, že zahraniční partner nebude zároveň i v roli zaměstnavatele (poskytovatele zahraniční stáže), bude nutné vybrat variantu jedna s popisem povinností jednotlivých stran a odstranit šedě podbarvený text varianty dvě.*

*Ve finálním dokumentu bude nutné odstranit i všechny červeně psané poznámky.*

**Hosting Organisation:**

Organisation / Company name:

Legal form (if relevant):

Registration number (when assigned):

Statutory representative:

Seat:

Contact person:

E-mail:

Phone:

**Employer[[1]](#footnote-1):**

Organisation / Company name:

Legal form (if relevant):

Registration number (when assigned):

Statutory representative:

Seat:

Contact person:

E-mail:

Phone:

**Participant:**

Name and Surname:

ID card / Passport number:

Birthdate:

Permanent residence:

E-mail:

Phone:

[*Alternative* ***one*** *in case the employer and the hosting organisation are different bodies, delete if not relevant*]

(**Insert name of the hosting organisation**) undertakes to facilitate to the above-mentioned participant a work stay between (insert date) and (insert date).

During the work stay, (insert name of the hosting organisation) undertakes to:

* Support the participant to work towards achieving the knowledge, skills and competences as specified in the participant’s learning / development plan.
* Provide appropriate tutoring to support the participant's learning.
* Conduct periodic reviews of the participant’s progress.
* Act as a middle body between the employer and the participant.
* Supervise that both the participant and the employer abide by the rules and conditions as stipulated in the employment contract.
* Other (to be inserted)

(**Insert name of the employer**) undertakes to provide to the above-mentioned participant a work-related placement in the professional field of (insert professional field) between (insert date) and (insert date).

During the placement, (insert name of the employer) undertakes to:

* Support the participant to work towards achieving the knowledge, skills and competences as specified in the participant’s learning / development plan
* Provide appropriate tutoring to support the participant's learning
* Contribute to periodic reviews of the participant’s progress undertaken by (insert name of the hosting organisation)
* Abide by the rules and conditions set up by the employment contract.
* Other (to be inserted)

(Insert name of the employer) takes into account that work-related placement provided to theparticipant is a specific form of job training and is therefore unpaid.

[*Alternative* ***two*** *in case the employer and the hosting organisation are NOT different bodies, delete if not relevant*]

(**Insert name of the hosting organisation**) undertakes to facilitate to the above-mentioned participant a work stay between (insert date) and (insert date).

During the work stay, (insert name of the hosting organisation) undertakes to:

* Support the participant to work towards achieving the knowledge, skills and competences as specified in the participant’s learning / development plan;
* Provide appropriate tutoring to support the participant's learning;
* Conduct periodic reviews of the participant’s progress;
* Abide by the rules and conditions set up by the employment contract;
* Make sure that the participant abides by the rules and conditions as stipulated in the employment contract;
* Other (to be inserted).

(Insert name of the hosting organisation) takes into account that work-related placement provided to participant is a specific form of job training and is therefore unpaid.

(**Insert name of the participant**) undertakes to follow the rules and legal requirements specified in (insert name of documents) during the work-related placement in the professional field of (insert professional field) between (insert date) and (insert date).

During the placement, (insert name of the participant) undertakes to:

* Follow all the rules and conditions as stipulated in the the project entry agreement.
* Abide by the rules and conditions set up by the employment contract.
* Provide cooperation to both the hosting organization and the employer.
* Other (to be inserted)

(Insert name of the participant) takes into account that work-related placement provided by employer is a specific form of job training and is therefore unpaid.

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| **Hosting organisation** |
| Signature of the person authorized to act on behalf of the hosting organization............................................................................. | Date: .............................. |

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| **Employer[[2]](#footnote-2)** |
| Signature of the person authorized to act on behalf of the employer............................................................................. | Date: .............................. |

|  |
| --- |
| **Participant** |
| Signature of the participant............................................................................. | Date: .............................. |

1. *Applicable only if the employer and the hosting organisation are different bodies.* [↑](#footnote-ref-1)
2. *Applicable only if the employer and the hosting organisation are different bodies.* [↑](#footnote-ref-2)