

Internship Job Contract Form Sample

This **job contract form sample** provides a clear and concise template tailored for internship positions, ensuring all essential terms and conditions are well-defined. It helps both employers and interns understand their roles, responsibilities, and expectations during the internship period. Utilizing this form streamlines the onboarding process and promotes a transparent working relationship.

1. Intern Information

Full Name	<hr/> <hr/>
Address	<hr/> <hr/>
Email	<hr/> <hr/>
Phone	<hr/> <hr/>
Educational Institution	<hr/> <hr/>
Program/Major	<hr/> <hr/>

2. Employer Information

Company Name	<hr/> <hr/>
Address	<hr/> <hr/>
Contact Person	<hr/> <hr/>
Position	<hr/> <hr/>
Email	<hr/> <hr/>
Phone	<hr/> <hr/>

3. Internship Details

Job Title/Position	<hr/> <hr/>
Department	<hr/> <hr/>
Supervisor	<hr/> <hr/>
Start Date	<hr/> / <hr/> / <hr/>
End Date	<hr/> / <hr/> / <hr/>
Working Hours	<hr/> <hr/>
Compensation (if any)	<hr/> <hr/>

4. Roles and Responsibilities

The Intern shall:

- Fulfill assigned tasks and projects as directed by the Supervisor.
- Abide by company policies and confidentiality agreements.
- Maintain regular attendance and communicate absences promptly.
- Provide feedback and reports as required.

5. Terms and Conditions

- This internship does not constitute an employment relationship.
- The internship duration and scope may be adjusted by mutual agreement.
- All work products and intellectual property developed during the internship remain the property of the Employer unless otherwise specified.
- Either party may terminate this agreement with written notice.

Intern Signature		Date	
Employer Signature		Date	