

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	_____
Address	_____
Email	_____
Phone	_____
Educational Institution	_____
Program/Major	_____

2. Employer Information

Company Name	_____
Address	_____
Contact Person	_____
Position	_____
Email	_____
Phone	_____

3. Internship Details

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

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	