Traineeship Specification Form

General Information

Name of the company/organisation

Short description of the company/ organisation

Address

Country

Phone

E-Mail

Fax

Website

Contact Person

Name

Surname

Phone

Fax

E-Mail

ELS/Alumni of ELSA? ○ yes ○ no

Type of Organisation/Company

Private

- ☐ Bank
- ☐ Consulting Firm
- ☐ Insurance Company
- ☐ Law Firm
- ☐ Notary

- ☐ Other

Public

- ☐ Court
- ☐ Educational Institute
- ☐ Government
- ☐ Intergovernmental Organisation
- ☐ NGO
- ☐ Public Administration

elsa
The European Law Students' Association

Information about the Traineeship

General Information

Preferred Start Date [ ]   Preferred End Date [ ]

I would like to take a trainee whenever during the year for the duration of [ ] [ ]

Number of trainees you want to take [ ]   Application deadline [ ]

Payment [ ] (after deductions) per [ ]

Required Academic Background of the trainee

Educational requirement [ ]

Please state the language skills required and the respective level thereof.
You can name maximum two languages. B = Basic; G = Good; F = Fluent

[ ]

Legal Skills

Please name the legal skills required of the trainee, ranked as follows: N = None, G = General, A = Advanced
Please note that it is not possible to choose more than 3 subjects that the trainee should have advanced skills in and not more than 5 subjects that the trainee should have general skills in.

N	G	A		N	G	A	
○	○	○	Legal Theory	○	○	○	Social Security Law
○	○	○	Legal History	○	○	○	Tax Law
○	○	○	Civil Law	○	○	○	Administrative Law
○	○	○	Consumer Protection Law	○	○	○	Constitutional Law
○	○	○	Contract Law	○	○	○	Environmental Law
○	○	○	Health Law	○	○	○	Criminal Law

N	G	A		N	G	A	
○	○	○	Family and Inheritance Law	○	○	○	Public International Law
○	○	○	Industrial & Intellectual Property Law	○	○	○	Human Rights
○	○	○	Information Technology Law	○	○	○	International Arbitration
○	○	○	Insolvency Law	○	○	○	International Taxation
○	○	○	Private International Law	○	○	○	Maritime and Transport Law
○	○	○	Property Law	○	○	○	Mergers and Acquisitions
○	○	○	Tort Law	○	○	○	Competition Law
○	○	○	Civil Procedure	○	○	○	Comparative Law
○	○	○	Criminal Procedure	○	○	○	European Constitutional Law
				○	○	○	European Competition Law
○	○	○	Banking Law	○	○	○	European Economic Law
○	○	○	Commercial Law				
○	○	○	Corporate Law				
○	○	○	Insurance Law				Other
○	○	○	Labour Law				
○	○	○	Securities (share, stocks, bonds)				

Please give a short overview on the tasks the trainee will have to fulfill.

Please specifiy any additional information a potential applicant may require for the traineeship.

Contract

This form is considered to be a formal contract and commitment between ELSA and the company/organisation stated on this form. Changes that are made after signing the contract have to be done in writing and confirmed by both parties.

Taking a trainee through STEP, the Student Trainee Exchange Programme of ELSA,

the company/organisation commits:

- to have completed this form correctly

- to provide a traineeship under the above stated conditions

- to select one of the applicants provided by ELSA, as far as the applicants have been appropriate to the requirements set in this form

- to sumbit the signed Trainee Acceptance Form within two weeks after receiving to ELSA

- to pay the trainee the above stated compensation

- to integrate the trainee at best in the company/organisation

- to provide the trainee with adequate working conditions due to labour law

The traineeship can only be cancelled due to a valid reason. As valid reason is considered
      a. meanwhile insolvency of the company/organisation
      b. no suitable applicants
      c. or similar
In case the company/organisation cancels the traineeship without any reason, the company/organisation should support ELSA in finding a comparable traineeship and covers possible damages.

ELSA commits

- to submit qualified applicants

- to provide the company/organisation with all information required for selecting an appropriate trainee due to European Privacy Law.

Company Stamp   ELSA Stamp

Name   Name

Date, Signature   Date, Signature