

We recommend that all employers inform students of the terms of the internship employment through a contract of service or written agreement to ensure an aligned understanding of the terms and conditions.

This serves as a guide for employers only. Employers may use their existing document to inform students of the terms of the internship employment.

<b>Key Employment Terms</b>	
1.	Name of Employer
2.	Name of Intern, NRIC
3.	Internship Start and End Date
4.	Job Title, Scope of Work and Responsibilities
5.	Work Schedule, Working Hours, Break Hours
6.	Salary, Allowances (if any), Overtime (if any), Deductibles (if any)
7.	Leave and Medical Benefits, Insurance
8.	Termination Notice
9.	Confidentiality of Information, Intellectual Property
10.	Any other information and instructions