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| --- | --- | --- | --- | --- | --- | --- | --- |
| Employer | **Hanken School of Economics** | | | | | | |
| Department/unit | | | | | Location  **Helsinki** | |
| Unit of placement | | | | | Number of the unit of placement | |
| Employee | Surname | First name | | Highest degree earned | Title | | Soc.sec. number[[1]](#footnote-1) |
| Dates of contract | Permanent employment.  Fixed term       –       .   |  |  | | --- | --- | | Reason for fixed term employment (must be given) | | | Acting for:  Internship/Work practice  Acting in a vacant position while the appointment process is ongoing. Vacancy: | Work relating to the employee’s undergraduate studies:  Work relating to the employee’s postgraduate studies:  Project work (project name and duration)  Other reason: | | | | | | | |
| Title/duties | Title, if needed also duties specified: | | | | | | |
| Basis for the salary | Salary will be paid for work completed. The hourly rate agreed upon is      euro/hour.  Salary will be paid for hourly work undertaken at the rate agreed upon in this contract.  After a report about the work undertaken has been provided, the salary will be paid to the bank account nominated by the employee. The report should be provided to the person who handles hourly paid salaries in the unit / department. The deadlines for providing material for salary payment dates can be found on the Hanken intranet. | | | | | | |
| Term of notice | This contract may be terminated as outlined in the Employment Contract Act (Arbetsavtalslagen). | | | | | | |
| Collective agreement | Current valid collective agreement for universities | | | | | | |
| Confidentiality | Employee agrees not to use or disclose information nor trade secrets obtained through his or her work to third parties. This confidentiality agreement remains in effect even after end of employment. | | | | | | |
| Signature | Two copies of this contract have been prepared, one for each party. | | | | | | |
| Date       Date | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee’s signature and name    The contract has been made orally and the employee has been informed about the terms of the employment contract | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Head of department/Director’s/Manager’s signature and name    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Secretary’s signature and name | | | | |
| Comments | Possible exceptions relating to the coding of the hourly paid salary and other information to be provided to the service center Pave: | | | | | | |
| Information provided by the employer | In accordance with the Employment Contract Act, Chapter 2, § 4 the employer advises:  The main workplace is (location)      . | | | | | | |

1. If applicable, otherwise date of birth [↑](#footnote-ref-1)