



WS# _____

INTERNSHIP TRAINING AGREEMENT

TRAINING SITE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

CONTACT: _____ PHONE NO.: _____ FAX NO.: _____

EMAIL ADDRESS: _____ INTERNAL REVENUE TAX I.D.: _____

THIS AGREEMENT made and entered into this _____ day of _____, 20____ by and between the *Archdiocesan Youth Employment Services* of Catholic Charities of Los Angeles, hereinafter called the "Contractor" and _____, hereinafter referred as the "Training Site", a public, non-profit or private-for-profit organization.

This agreement establishes the terms and conditions for the Contractor and the Training Site as follows:

1. Contractor is responsible for the payment of wages and worker's compensation insurance coverage for trainee(s) approved to work at Training Site, subject to the limitations contains herein.
2. Training site understands that the purpose of this agreement is to provide eligible youth with job training and will demonstrate effort to hire youth upon completion of training. Training Site will offer employment to those trainees who meet the job qualifications in locations that have job openings.
3. This Agreement shall be effective for an indefinite period, subject to termination by either party, at anytime, upon written notice to other party.
4. Training site agrees to follow Contractor's uniform payroll and attendance reporting requirements for trainee(s), including the provision limiting participation to 120 hours. Payments for any hours worked in excess of limits are the responsibility of the Training Site.
5. Training Site further agrees to: (1) comply with applicable laws and regulations governing the Workforce Innovation and Opportunity Act (WIOA) and summer programs, equal employment nondiscrimination, and employment of minors; (2) ensure necessary emergency medical care is given to trainee(s) in the event of an occupational injury or illness; (3) provide adequate supervision and instruction; (4) maintain safe and healthful working conditions; (5) provide trainee(s) with a written job description per Exhibit I.
6. Training Site understands that the Contractor will conduct on site visits to evaluate general compliance with above.
7. Contractor is the legal employer of trainee(s) and is responsible for securing and maintaining required work permit for minors. A copy of the work permit will be provided to the training site. All minors have parental or guardian consent on file with Contractor to authorize emergency medical treatment.
8. Training site shall indemnify and hold contractor, City and County of Los Angeles and their offices, employees and agents harmless from any loss, liability, claim or damage that may arise from any activities of worksite, and worksite shall defend and indemnify contractor or City or County from any liability or judgment worksite warrants that it has adequate general liability insurance in effect.

IN WITNESS WHEREOF, this agreement has been executed by and on behalf of the parties described herein the day and year first written above.

Training Site:
By: _____

Contractor:
By: _____

Typed Name: _____

Typed Name: Robert L. Gutierrez

Title: _____

Title: AYE Director

3250 WILSHIRE BOULEVARD, SUITE 1010, LOS ANGELES, CALIFORNIA 90010, (213) 736-5456 (213) 736-5654 FAX
AYE is a non-sectarian program under Catholic Charities of Los Angeles, a 501(c)(3) nonprofit serving all people.

ARCHDIOCESAN YOUTH EMPLOYMENT SERVICES
of
CATHOLIC CHARITIES OF LOS ANGELES, INC.
EMPLOYMENT & TRAINING AGREEMENT

I. Staff Person(s) Responsible for Trainee(s) Supervision:

Name: _____ Title: _____

Email Address: _____

Name: _____ Title: _____

Email Address: _____

II. Trainee Job Title(s): _____

III. Detailed Job Description

IV. Specific Job Skills to be Acquired:

V. Workdays and Hours:

VI. Special Job Requirements:

VII. Indicate Number of Trainee(s):