



S5 Work Experience: 2026

Dear Sir or Madam,

As career advisors for the 10th-grade students at the European School Munich, we would like to ask for your assistance.

Our fifteen- and sixteen-year-old students complete a two-week internship each year to gain insight into the world of work. These are students who are taught in several languages, and almost all of them are fluent in German.

The internship has always been an enriching experience for our students. Therefore, we would like to offer this opportunity to our students again in 2026.

We rely on your generous understanding and willingness to help. We would therefore like to ask if you would be willing to host one or more students for two weeks in your company/organization.

We expect the students to work during normal business hours at your company/organization.

The students should not be paid. We would be very grateful if you could write a short report about the student.

The internship will take place from **Monday June 22, 2026, to Friday, July 3, 2026.**

If you are able to offer us one or more internship positions, we would be very grateful if you could complete the attached form and return it to us or inform us by fax.

You can reach us at the school by fax at +49 89 62816 444 or by email at graham.johnstone@teacher.eursc.eu.

Thank you in advance for your understanding and effort.

Best wishes,

Graham Johnstone, Helen Maguire, and Iain Laurenson
Career Advisors, English Department, European School Munich

Work Experience

Internship Form

Please complete and return to your careers advisor

To be completed by the company

NAME OF COMPANY / ORGANIZATION:

ADDRESS:

TELEPHONE NUMBER: _____

CONTACT PERSON: _____

We are prepared to accept the following trainee(s) as an intern in our company/organization for the period from Monday June 22, 2026 to Friday July 3, 2026.

STUDENT NAME _____

Place, Date /Company Stamp/ Signature

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To be signed by a parent/guardian

Place, Date Signature of Parent/Guardian

Work placement outside Munich

Dear Parents,

Your son/daughter has decided to complete their work placement outside of Munich.

The placement will take place from Monday June 22, 2026, to Friday, July 3, 2026. Generally, work placements are covered by the school's insurance; however, this is contingent upon the placement being directly related to the student's schooling and falling within the school's organizational responsibility. Particularly in the case of an international placement, the school is unable to provide such comprehensive support due to the significant distance. This means that you will be responsible for arranging travel, accommodation, and supervision both at the placement location and during any time your child spends away from the placement location. You will also need to ensure that your child has adequate insurance coverage for the duration of the placement. We therefore recommend that you contact your personal insurance company regarding this matter. You should also review your health insurance coverage. We assume that the cost of supplemental insurance is low, but you should still consider taking it out if necessary.

To confirm that you have read and understood this regulation, please complete the form below and return it to your career advisor by 27th March, 2026.

Important: Students who do not submit this confirmation by this date will not be able to complete their international internship away from Munich!

Please contact us if you have any further questions about the internship program.

Internship outside Munich

Student's Name _____ Class _____

Internship Location _____

I hereby confirm that I assume full responsibility for my son/daughter for the entire duration of the internship.

This includes travel, accommodation, and supervision both at and outside the internship location. I understand that I am responsible for obtaining and ensuring adequate insurance coverage.

Signature _____

Parent/Guardian's Name _____