**拟聘用证明**

本单位拟以勤工助学方式邀请清华大学学生前来开展勤工助学，具体情况如下：

1. 学生英文姓名（与护照一致）：

2. 学生中文姓名：

3. 国籍：

4. 学号：

5. 护照号码：

6. 在校学习专业：

7. 勤工助学单位名称：

8. 勤工助学单位地址：

9. 勤工助学期限和工时：

（1）非寒暑假时间：

□无；

□有： 年 月 日 至 年 月 日，每周工时 小时；每月工时 小时（注：每周不应超过8小时，每月不应超过40小时）

（2）寒暑假时间：

□无；

□有： 年 月 日 至 年 月 日，每周工时 小时；每月工时 小时（注：每周不应超过16小时，每月不应超过80小时）

10. 勤工助学内容：

（1）

（2）

（3）

11.付酬方式和金额为 （计时/计天/计月等）。

我单位承诺：

* 保证遵照中华人民共和国各项法律法规及规章制度安排学生在我单位开展勤工助学；
* 不安排学生在我单位勤工助学期间参加有毒有害和危险的生产作业；
* 如遇学生不适合继续勤工助学的情况，及时与学生进行协商，如协商不成，依法解决。

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_公司（盖章）

\_\_\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_\_日

(Pay attention: The English version is just for reference. Please do not fill in. Only the Chinese version will be accepted.)

**Certificate of Proposed Employment**

The organization intends to invite relevant students to come and carry out study-work by means of study-work as follows:

1. Student's name in English (consistent with passport):

2. Student's name in Chinese:

3. Nationality:

4. Student ID number:

5. Passport number:

6. Major:

7. Name of the study-work unit:

8. Address of the study-work unit:

9. Duration and working hours of the work study:

(1) Non-winter and summer vacation time:

□No;

□Yes: Monthly working hours per week; monthly working hours per month (Note: Should not exceed 8 hours per week and 40 hours per month)

(2) Winter and summer vacation time:

□No;

□Yes: from January 1, 2012 to January 31, 2012, working hours per week; working hours per month (Note: should not exceed 16 hours per week and 80 hours per month)

10. Study-work content:

(1)

(2)

(3)

11. The method and amount of payment are (hourly/daily/monthly, etc.).

Our organization undertakes to:

* guarantee to arrange students to carry out study-work in our organization in accordance with the laws and regulations of the People's Republic of China and the rules and regulations;
* will not arrange students to participate in toxic, harmful and dangerous production operations during their study-work period in our organization;
* In case of the situation that the students are not suitable for continuing the study-work, it will promptly negotiate with the students, and if the negotiation fails, it will be solved in accordance with the law.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company/Organization

(seal)

Date

(The English version is just for reference. Please stamp the Chinese version.)