



**University of South Bohemia in České Budějovice
Faculty of Science**

Branišovská 1760, 370 05 České Budějovice

Represented by the Dean prof. Ing. Hana Šantrůčková, CSc.

(hereinafter the employer)

and

Mr/Ms: **Insert Name and Surname of the employee**

Date of birth: **Insert text**

Birth number: **Insert text**

Place of birth: **Insert text**

Permanent residence: **Insert text**

Personal number:

Health insurance company: **Insert text**

Account number: **Insert text**

Contact details: **Insert text**
(hereinafter Employee)

Foreign payment details:

Employee account number (as IBAN if necessary):

Insert text

ABA routing/routing number:

Insert text

Name and address of the account holder:

Insert text

SWIFT: **Insert text**

Name of the bank: **Insert text**

Bank address:

Insert text

conclude pursuant to Section 75 et seq. Act No. 262/2006 Coll., Labour Code, as amended, this:

Agreement to Perform a Job

1. The Employee undertakes to carry out the following job:
2. The Agreement is negotiated for the period **from** **to** / **for indefinite period.**
3. Agreed scope of work: **max.****hours.**
4. Place of work: **České Budějovice.**
5. Agreed remuneration for the work performed: **CZK** / (complete with salary per hour or month) (before tax).
6. Work will be submitted to:
7. The Employee understands that the Employer is entitled to publish information about their name, academic degrees, job classification, work telephone number and work e-mail address on the Internet and elsewhere.
8. Remuneration will be paid to the Employee's account – **fill in with: "at once" or "in instalments"** – as calculated from the completed timesheet and after any statutory deductions (income tax and any other levies) on the nearest date of salaries payment.
9. The Employee was acquainted with the Health and Safety Regulations and Fire Protection Regulations.
10. The Employee undertakes to maintain the confidentiality of information and facts which they learn during the performance of their job and which are marked as confidential by the Employer pursuant to the provisions of Section 276, paragraph 3 of the Labour Code, as amended or which are subject to trade secrets pursuant to the provisions of Section 504 of Act No. 89/2012 Coll., the Civil Code, as amended, or which are not published or intended for publication by the Employer. The Employee further undertakes to maintain the confidentiality of personal data which they encounter during their work and the disclosure of which would jeopardize the security of such personal data unless they are exempted from this obligation by an authorized entity. Furthermore, the Employee undertakes not to allow an unauthorized person to access any personal data. The Employee also acknowledges that this duty of confidentiality does not terminate upon the termination of their employment.
11. The Employee and the Employer have agreed that the document "Reporting a Change in the Employee's Personal and Other Data" will be used to report any change in the Employee's health insurance company, account number or contact details.
12. The Employee declares that they **are - are not** employed by any other constituent part of the University of South Bohemia in České Budějovice (including Agreements to Perform Work or a Job).
13. Other arrangements: **The employee submits a work report, no other arrangements, or e.g. paid fares, accommodation (fill in according to reality), travel costs, etc. will be reimbursed**
14. This Agreement to perform a Job is concluded in duplicate, one of which is with the Employer and the other one with Employee.

České Budějovice on

.....
Employee

.....
Employer





Revised by:

Constituent part/Faculty:

Date and signature:

.....

Funding source:

NS: Insert text

TA: Insert text

ACTION: Insert text

KP: Insert text

Payee:

Date and signature:

Budget Manager: Ing. Veronika Macková

Date and signature:

.....

.....

**The job was carried out in a timely and proper manner and corresponds to the agreed conditions.
The work was submitted to:**

Date and signature: