**Z A H T E V**

*Z a o b a v l j a n j e s t r u č n e p r a k s e / i z r a d u s t r u č n o g r a d a*

*Sektoru Ljudski resursi i radni odnosi*

*HBIS GROUP Serbia Iron & Steel d.o.o. Beograd*

Ime i prezime: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Br Indeksa:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

Semestar: \_\_\_\_\_; Smer / katedra: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; *(Studentski; Postdiplomski)*

Školska ustanova: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

Adresa ustanove: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

PIB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Matični broj \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Zastupnik: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**Poštovani,**

**Molim vas da razmotrite moj zahtev za obavljanje** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (prakse / izrade stručnog rada)

**u kompaniji HBIS GROUP Serbia Iron & Steel d.o.o. Beograd u periodu od \_\_\_\_\_\_\_\_\_\_ do \_\_\_\_\_\_\_\_\_\_**

**na temu \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**kao i da mi u tu svrhu odobrite boravak na lokacijama \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Smederevo, Šabac)

**Pogoni / Sektori: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \* Uz ovaj zahtev prilažem neophodnu dokumentaciju školske ustanove koju pohađam (zahtev / preporuku za upućivanje na praksu i sl.) i **u nastavku detaljno obrazlažem** konkretne aktivnosti koje su mi neophodne da obavim u vašoj kompaniji i za koje informacije mi je neophodan pristup kao i kojim postrojenjima / pogonima / sektorima.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\* \* \* \* \*

*Svojim potpisom potvrđujem da razumem da su sve informacije i dokumentacija koja mi je stavljena na uvid radi realizacije mog rada svojina HBIS GROUP Serbia Iron & Steel d.o.o. Beograd i da je poverljivog poslovnog karaktera te da ću materijalno i lično odgovarati u slučaju neovlašćenog ili nemarnog rukovanja ili upotrebe u bilo koje druge svrhe osim one navedene u zahtevu.*

*Svojim potpisom dajem saglasnost kompaniji HBIS GROUP Serbia Iron & Steel d.o.o. Beograd da koristi moje lične podatke navedene u zahtevu isključivo u svrhu realizacije ovog zahteva.*

*Sve ispravno popunjene zahteve je potrebno dostaviti u originalu najkasnije 2 sedmice pre zahtevanog datuma početka posete.*

**Adresa:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;**

**Telefon:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; JMBG:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Datum: \_\_,\_\_,\_\_\_\_\_.**

**Svojeručni potpis**

|  |
| --- |
| PLAN, PROGRAM I DNEVNIK PRAKSE |
| **R.br.** | **SADRŽAJ** | **PLANIRANO ČASOVA** | **REALIZACIJA** |
| **Teorija** | **Praksa** | **Ukupno** | **Datum** | **Potpis studenta** |
| 1 |  |  |  |  |  |  |
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| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| UKUPNO: |  |  |  |  |  |
| **Mentor HBIS GROUP Srbija:****Ime i prezime:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Pogon / Sektor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;****Mat Br: :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Potpis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

*\* Mentor HBIS GROUP Srbije svojim potpisom potvrđuje redovno prisustvo studenta predviđenim aktivnostima i realizaciju prakse / stručnog rada po odobrenom planu i programu*

**Plan i program sačinili:**

###  Odobrio:

###  Direktor sektora za ljudske resurse

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Zahtev podneo:

 **GM / Direktor pogona/sektora**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Zahtev podneo:

 **GM / Direktor pogona/sektora**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Zahtev podneo:

 **GM / Direktor pogona/sektora**

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### Zahtev podneo:

 **GM / Direktor pogona/sektora**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Zahtev podneo:

 **GM / Direktor pogona/sektora**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mentor obrazovne ustanove: Student:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**POPUNJAVA HBIS GROUP SERBIA**

**Odobrio: Odobrio:**

 **GM / Direktor pogona / sektora Direktor Ljudskih resursa**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lansirao:**

**Rukovodilac službe za obuke**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Datum: \_\_\_,\_\_\_,\_\_\_\_\_\_***

*\* Prvog radnog dana prakse, student nakon pohađanja odgovarajućih obuka o bezbednosti preuzima ovaj dokument koji redovno potpisuje kao dnevnik rada. Ispravno popunjen dnevnik je uslov za izdavanje potvrde o obavljenoj stručnoj praksi.*

HBIS GROUP Serbia Iron & Steel d.o.o. Beograd

Sektor za ljudske resurse i radne odnose

Služba za obuke

Br.:

Datum:

S m e d e r e v o / Š a b a c

**P O T V R D A**

**O OBAVLJENOJ STUDENTSKOJ PRAKSI**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Naziv prakse / stručnog rada)*

Ovim se potvrđuje da je\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , na zahtev obrazovne institucije\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (student / stipendista)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sa sedištem u \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

pohađao/la i uspešno završio/la stručnu praksu u HBIS GROUP Serbia Iron & Steel d.o.o. Beograd

na lokaciji \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ u pogonu / sektoru \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| Prezime i ime |  |
| Br. Indeksa |  |
| Osnovne studije |  |
| Specijalizacija |  |
| Datum početka prakse |  |
| Datum završetka prakse |  |
| Ukupno dana |  |

**Direktor Ljudskih resursa**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Ime Prezime MB)*