

Job Position, Job Description and Job Supervisor Form (for Business)Job No.

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*(Only for institution staff)***Job Position, Job Description and Job Supervisor Form**
Faculty..... Chiang Mai University

Note: To enable (Name of Division, Faculty....., Chiang Mai University and Name of the Business) to coordinate and proceed efficiently, therefore, it is requested that the business personnel responsible for cooperative education shall supervise the cooperative education students' work and prepare information of their job position and job description depending on the nature of their work.

Please return toDivision Faculty Chiang Mai University

Kindly submit this form within the first week after the cooperative education begins.

| 1. Name and Address of Business |
|---|
| Name of Business (in Thai) _____ (in English) _____ |
| Address (Please specify the address where the student(s) shall work for supervision) Address No. _____ Road _____ Alley _____ Sub-district _____ District _____ Province _____ Postal Code _____ Telephone no. _____ Fax _____ E-mail _____ |
| 2. General Manager/ Business Manager and Responsible Personnel |
| Name of Business Manager _____ Position _____ Telephone No. _____ Fax _____ E-mail _____ |
| Contact with the university (Student work supervision) <input type="radio"/> Contact the manager directly <input type="radio"/> Assign the following person to coordinate: Name _____ Position _____ Division _____ Telephone No. _____ Fax _____ E-mail _____ |
| 3. Job Supervisor |
| Name _____ Position _____ Division _____ Telephone No. _____ Fax _____ E-mail _____ |
| 4. Assigned Work |
| Student Name _____ Job Position _____ Job Description _____ _____ |

Signature _____ (Informant)

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Position _____

Date _____