



Faculty of

RMUTT Cooperative Education Job Description Form

Job No. □□-□-□□-□□□□ (for officer)

To

We would like to accept students to work with our company under RMUTT's Cooperative Education program, and the job description is as follow.

Company Name /Employer Name.....

Address.....

Country.....Postal code.....

Phone.....Fax.....

E-mail.....WebSite.....

Business Type.....Total number of employees.....

Manager or Head of Department:

Name.....Position.....Department.....

Contact person: ☐ The same as above. ☐ Contact with.

Name.....Position.....Department.....

Phone.....Fax.....E-mail.....

Requirement and Qualifications:

1. Qualifications (Student's major)

2. Number of students.....

3. Required Positions

(1)

(Job Description).....

(2)

(Job

Description).....

4. Other conditions. (for example, language skills, personal office supplies needed , or place of work)

Program Duration:☐ First Semester (August-December) ☐ Second Semester (January - May) ☐ Full Year (1th &2st Semester)

Working hours.....Working Days.....

1. Benefits: ☐ Yes. Payment per month/day _____ ☐ No.2. Accommodation: ☐ Yes. ☐ No. : If yes. ☐ Free ☐ Charge cost per month/day _____3. Transportation provided: ☐ Yes. ☐ No. : If yes ☐ Free ☐ Charge Fare _____

4. Any other benefits if provided (free meals and uniform).....

Recruitment ☐ Recruitment by company ☐ No recruitment

Return Address: Faculty.....

Address.....

Tel.....Fax.....E-mail.....

Please return the document within/...../.....

if require two fields of study, please use two copies.

Name.....

(.....)

Position.....

...../...../.....