



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.....
Phone.....Fax.....E-mail.....
Please return the document within/...../.....
if require two fields of study, please use two copies.

Name.....
(.....)
Position.....
...../...../.....