

## 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 of Humanities, Chiang Mai University**

**Note:** To enable Educational Services and Student Quality Development Section, Faculty of Humanities, 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 to Educational Services and Student Quality Development Section, Faculty of Humanities, 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)

( )

Position \_\_\_\_\_

Date \_\_\_\_\_