



# Job details, Job Position and Job Supervisor Form

Co-Operative Education Office, Siam University

COOP 03 - 03

ปรับปรุง 18 มี.ค. 53

Information provider : Personel Manager or Job Supervisor

**Instruction :**

For efficient co-ordination between University Co-operative Education Office and the Corporation, Personel Manager or Person in charge of supervising the co-operative education students is requested to contact Job Supervisor to arrange student profile with Job Position and Job Supervisor name, then sent to Co-operative Education Office within 1 month after the students working in the company by fax No : 02-868-6856 or by email : coop.siam.edu

TO : Head of the Co-operative Education Office,

Details of job position or job description and name of Job Supervisor are as the following :

Company's name _____
Manager's name _____ Position _____
Contact Person with the university
( ) Direct contact with the manager      ( ) Assigning the persons below to co-ordinate
Name - Surname _____ Position _____
Tel _____ Department _____
Job Supervisor
Name - Surname _____ Position _____
Tel _____ Department _____

(Signature) \_\_\_\_\_ information provider

(Position) \_\_\_\_\_

Date.....

Co-Operative Education Office , Siam University

Tel. 02-4570068 ext. 5153, 02-868-6856 Fax. 02-868-6856 Website: <http://coop.siam.edu>