**Details on job position, description, and supervisor**

*Document No. 2*

**Cooperative Education Project, Faculty of Information Technology,**

**King Mongkut’s Institute of Technology Ladkrabang (KMITL)**

(Source: Human resource manager or consulting officer)

**Announcement**

To ensure effective and reliable coordination between the Cooperative Education Project and your establishment, we would like to ask the human resource manager or the staff member responsible for the training of the student to coordinate with the job supervisor to fill in pieces of information on the job position, description, and supervisor in the tables in this form and to please return this form to the Cooperative Education Project, Faculty of Information Technology, KMITL.

**Dear Director of Cooperative Education Project:**

Details on the job position, description, and supervisor are as stated below.

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| **1. Name of the establishment.** Please provide 1) an official name of the establishment so that it can be indicated correctly in the student’s certificate and 2) the correct address of the workplace that the student will be located at so as to ensure successful student’s orientation trip to the establishment. |
| Name of Establishment  (in Thai) ......................................................................................................................................................................................................  (in English) .................................................................................................................................................................................................  House number...............Street..............................................Soi................................Sub-district .......................................................  District......................................................................Province..........................................................................Postal code....................  Telephone .......................................................Fax........................................ E-mail ............................................................................. |

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| **2. General manager/Factory manager and assigned coordinator** |
| Name of the director of the establishment ....................................................................................................................................................................................................................  Position.....................................Telephone .............................Fax........................................ E-mail .................................................  Coordination (of orientation activity and others) between the Faculty of Information Technology, KMITL, and the establishment will be assigned directly to  ( ) The director  ( ) The following assigned coordinator  First-Last name..................................................................................Position.............................................................................................  Telephone ..............................................Fax.............................................. E-mail .................................................................................... |
| **3.** Job Supervisor |
| First-Last name.....................................................................................................................................................................................  Position..................................................................................Department............................................................................................  Telephone ...........................................................Fax........................................ E-mail ....................................................................... |

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| **4. Assigned Job** |
| Name of the student ..........................................................................................Job Position................................................................  Job Description...........................................................................................................................................................................................  .......................................................................................................................................................................................................................  .......................................................................................................................................................................................................................  .......................................................................................................................................................................................................................  .......................................................................................................................................................................................................................  .......................................................................................................................................................................................................................  .......................................................................................................................................................................................................................  .......................................................................................................................................................................................................................  .......................................................................................................................................................................................................................  .......................................................................................................................................................................................................................  ....................................................................................................................................................................................................................... |

(Signature) ............................................................................... Source of information

(...............................................................................)

Position ......................................................................

Date ........................................................

Please return this form to the Cooperative Education Project, Faculty of Information Technology, KMITL, by the end of the first week of the student’s training. Your help is greatly appreciated.