



WORK PLACEMENT PROFILE (update 15/11/2024)

Cooperative Education: Walailak University

We are interested in accepting the cooperative education student as the details below:

1 Information on Company/Organization

◆ **Name of company/organization** _____

◆ **Type of legal entity** Government agency Private business
 State enterprise Other _____

◆ **Address** No _____ Soi _____ Street _____ Thumbon/Sub-district _____
District _____ Province _____ Postal code _____
Telephone _____ Facsimile _____ E-mail _____

◆ **Products/type of business operation** _____

◆ **Number of employees** _____

◆ **Manager/Supervisor of the company**
Name (Mr/Mrs/Miss/Ms) _____
Position _____ E-mail _____

◆ **Preferred channel of communication with the company**
 Direct contact with Manager/Supervisor
 Through an authorized person
Name (Mr/Mrs/Miss/Ms) _____
Position _____ Department _____
Telephone _____ Facsimile _____ E-mail _____

2. Position descriptions and required knowledge /skills for job performance

1. Programme/Course _____
Proposed work placement _____
Position _____ Number of student required _____

◆ **Required knowledge and skills** _____

◆ **Jobs to be assigned to the student (s)** _____

◆ **Other special conditions (if any)** _____

◆ **Work placement location** _____

◆ **Start date** _____ **Finish date** _____

3 Preferred selection process

Walailak University undertakes the selection process and advises the enterprise/organization of the qualified students' names and details one month before work placement start date

The enterprise will select qualified students on the basis of application forms forwarded to it by Walailak University

The enterprise wishes to interview applicants on (date) _____ (month) _____ (year) _____

4 Staff welfare entitlement

◆ Staff welfare available during work placement

● **Pay** Yes Daily _____ Baht/Day
 Monthly _____ Baht/Month
 No

● **Accommodation** Yes Free of charge
 Payment required
 No

● **Transportation to and from work place**
 Yes Free of charge
 Payment required
 No

● **Other benefits (please specify)** _____

Signed _____
(_____)
Position _____
Date _____

Center for Cooperative Education and Career Development
Walailak University 222 Thasala District, Nakhonsithammarat 80161
Telephone. +66 75 476 305 Fax +66 75 673 114 E-mail: jsanghat@wu.ac.th, coopwu1@gmail.com