

**SCHOOL OF BUSINESS MANAGEMENT
INDUSTRIAL PLACEMENT PROGRAMME 2009
(24 August to 30 October 2009)**

RESPONSE FORM

I. COMPANY INFORMATION

1. Company: _____
2. Address: _____
 _____ Singapore ()
3. Company's business: _____
4. Employee size: _____ Company website : _____
5. Person to contact: Mr/Miss/Mrs/Mdm/Dr* _____
 Designation: _____ Email Address: _____
 Telephone no. : _____ Fax no. : _____

II. JOB PLACEMENT DETAILS

6. Students available for the period of <i>24 August to 30 October 2009</i>	Please tick preference	Please indicate number required
Diploma in Accountancy & Finance	_____	_____
Diploma in Banking & Financial Services	_____	_____
Diploma in Sport & Wellness Management	_____	_____
Diploma in Marketing	_____	_____
Diploma in Business Management with options in :		
• <i>Human Resource Management</i>	_____	_____
• <i>Customer Relationship Management</i>	_____	_____
• <i>Supply Chain Management</i>	_____	_____
• <i>Retail Management</i>	_____	_____
• <i>No Preference</i>	_____	_____

7. Department/Section to be attached to:

8. Description of duties to be performed (please provide detailed training programme. To Provide separate sheet if necessary):

9. Allowance for students ** : S\$ _____ (per month)

10. Working hours:

Mondays to Fridays from _____ am to _____ pm

Lunch hour from _____ to _____

Saturdays from _____ am to _____ pm

11. Address of location which student will be attached to if different from the one stated eg different branches of banks (attach separate sheet, if space is insufficient).

12. Person the students will report to on the first day of attachment:

Name: Mr/Miss/Mrs/Mdm/Dr * _____

Email address: _____

Telephone no. : _____ Reporting time: _____

13. Other benefits (if any) : _____

* *Please delete accordingly.*

** *The recommended minimum allowance is \$450/mth or \$20 per day.*

Please fax this form to : Attn: Ms Serina Ong
Nanyang Polytechnic
School of Business Management

FAX NO. : 6552 7200 / 6451 8206