

# JOB REQUEST FORM

## German - Jordanian University

Industrial Engineering Department  
Engineering Workshop



Order No:

## Job Request Form To Be Manually Filled

- 1.Engineering drawing must be attached to your request!
- 2.Material and any special tools must be provided to the Workshop

### If you are a researcher / GJU Staff

Requested by		DATE	
SCHOOL		PHONE	
EMAIL		SIGNATURE	

### If you are a student

Project Adviser		Adviser E-mail	
PHONE		SIGNATURE	

Student's Name/ ID		Signature	
Student's Name/ ID		Signature	
Student's Name/ ID		Signature	
Student's Name/ ID		Signature	

Work Description			
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SATS Dean's Approval (required outside SATS)		Industrial Engineering Department Approval	
Workshop Manager Approval		Date	
Assigned To		Technician Signature	
Expected No. of Working Hours		Actual No. of Working Hours	

Technician Notes:			
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Job Requester Evaluation	Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Bad <input type="radio"/>	Notes:	
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