Submission Guidelines for Your Online Application

Create your account:

✓ Create an online account with your personal email. You need a strong password and select three security questions with your answers. *Note that your password must have at least <u>12 characters</u> and must include at least one upper & lowercase letter, a number, and a symbol (i.e. !@#$%^&*), and your answers must have at least <u>5 characters</u>.*

✓ It is important to **remember** your <u>email</u>, the <u>password</u> and <u>answer of your security questions</u>. *Note that the account will be locked after three failed login attempts*. RECRUITMENT TEAM **CANNOT** UNLOCK YOUR ACCOUNT. Please click "Forget Password" option and answer the three questions correctly to recover your account. If you don't remember the answers of your security questions, you have to create a new account with your new email.

 Complete your online application:

✓ Log in with your email and password.

✓ Complete your online application in English by addressing each required qualification listed in each vacancy announcement with specific information supporting for education, experience, languages, job knowledge, and skills required in the vacancy announcements. **Failure to provide the information, your application may be disqualified for the position.**

✓ Upload all of the required documents as listed on the online application for each position. Please ensure the documents are in Microsoft Word, JPG, and/or Adobe Acrobat PDF format. The maximum file size for each document is 3MB.

✓ Carefully read all of questions in the online application and answer them concisely and accurately.

✓ Click 'submit applications' with agreement in terms and conditions posted on the website before deadlines.

Remark: Information and documents that you completed and uploaded will be saved in the system, and can be used to apply for other positions.

See more information in '[Frequently Asked Questions under topic of Apply for jobs](#)'

Eligibility Clarification: Submit either one of the documents to clarify your eligibility to legally work in this country:

✓ **Thai citizens** - Thai ID card.

✓ **Dual citizens (Thai and U.S.)** - Thai ID card and U.S. Passport biographical page.

✓ **Dual citizens (Thai and others nationalities)** - Thai ID card.

✓ **Other nationalities** – Passport biographical page, valid Thai visa, and valid Thai Residency Permit (Check with the Thai Immigration Bureau for the information of Thai Residency Permit). *Please note that the U.S. Embassy is not able to sponsor candidates for a Thai residency permit.*

✓ **AEFM/USEFM/EFM/MOH**: A copy of sponsor's orders showing that your sponsor has an assignment in the U.S. Mission Thailand.

*If invoking AEFM/USEFM with a preference-eligible U.S. Veteran hiring preference, please submit a copy of Form DD-214 – Member 4.

Qualification Clarification: Submit all of the below documents to clarify your qualification for each position:

- ✓ **Education:**
    - o Transcript and/or
    - o Degree/Diploma
- ✓ **Language:** If the positions that you apply require Thai and English, please clarify level of Thai and English language skills in the online application; otherwise, **your application may be disqualified for the position.**
    - o For level I, II of English, you may submit a valid Test of English for International Communication (TOEIC) score (Listening and Reading), or take the English Placement Test (EPT) conducted by the Regional Human Resources Office.
    - o For level III, IV and V of English, you are required submit a TOEIC score (Listening and Reading) that **valid within two years after taken**. TOEIC score **cannot** be substituted with any other English tests (e.g. TOEFL, IELTS).
- ✓ **Job Knowledge/Skills & Abilities:**
    - o Training/professional certificate, license, or awards (if required)
    - o Driver's license (if required)
- ✓ **Others:**
    - o Resume (if any)
    - o A certified copy for name change (if any)

Check status and edit your application: You may check your application status by clicking 'Dashboard' on the webpage and may revise your application before the closing date. It is recommended that you submit the complete application package before midnight of the closing date.

Recruitment Process:
- ✓ There is no limitation in the numbers of applications. Applicants can apply for several jobs; however, **only** applications that meet all of the eligibility and qualification requirements listed on each vacancy announcement will be qualified for the position.
- ✓ **Only** shortlisted candidates who are selected for a job interview will be notified.
- ✓ The qualified candidates will be contacted within approximately 8 weeks after the closing date. If you have not been contacted within this period, please presume that you are not eligible for the position.
- ✓ Applicants must submit a new application package for each advertised vacancy in order to be considered for that position. We encourage you to apply for both full performance grade level and trainee grade level.

Contact Recruitment: You may contact the Regional Human Resources Office/Talent Recruitment & Staffing Unit at (66)2-205-4463 on Monday to Friday from 7.00 to 16.00, excluding official holidays.