

## How to hire Thai Workers from Thailand

According to the Recruitment and Job-Seeker Protection Act, B.E.2528 (1985) and B.E. 2537 (1994) mandated 5 ways to work legally overseas

1. **Through the private employment agency**
2. **Through the government**
3. **Direct hired**
4. The employers in Thailand send the employees to do internships abroad
5. The employers in Thailand bring their employees to work overseas

section 50 “Any overseas employer or the representative is prohibited to select and recruit the employee in the Kingdom for working overseas directly unless such an employer or the representative has authorized any overseas recruitment agency or the Department of Employment to recruit, therefore”.

### 1. **Through the private employment agency**

The employer must pay the expense to the private employment agency and do the power of attorney for the private employment agency to do the process in Thailand such as

- Verify document
- Select/recruit job seekers in Thailand
- Medical check-up
- Skill testing
- Criminal record document
- Apply to dispatch the job seekers to work overseas
- Apply for the job seeker employment fund
- Pre-departure training
- Go to work overseas through labour checkpoint

### 2. **Through the government**

The Overseas Employment Administration Office is under the Department of Employment, Ministry of Labour responsible for providing overseas employment opportunities for Thai workers **free of charge and assisting the overseas employers to select appropriate and high-quality workers from Thailand.**

### **Step 1. Request for approval (2 – 3 days)**

The employer shall contact the **Office of Labour Affairs, Royal Thai Embassy in Abu Dhabi**

**The document should be submitted for consideration:**

1. **The Power of Attorney** which authorizes the Department of Employment to assist the employer in recruiting workers (as an example)
2. **Demand Letter** to the Director-General of the Department of Employment. This document shall state the type of workers required, the nature of work, the number of workers, and their qualifications and working conditions. (As an example)
3. Copy of Trade License or Company Registration
4. Employment contract in English (The company standard employment contract which has been blank on the employee's name)

**Remarks:**

1. Employment contract shall be made by the employer himself.
2. All documents must be certified by the Office of Labour Affairs (free of charge) and attestation by Royal Thai Embassy (attestation Fee: AED 60.- per copy)
3. After attestation by Royal Thai Embassy, the employer must send all documents and official letters issued by the Office of Labour Affairs to the director-general, department of employment in Thailand

**Step 2. Selection of workers (1 – 2 months)**

(1) *Advertising in the mass media, or official announcement*, the Department of Employment will advertise or make an announcement for the details of vacancy jobs. (2 – 3 weeks)

(2) *The application*, the Department of Employment will carry out primary selection. (Recruit from the CV) and send through the employer. (1 - 2 weeks)

(3) *The Selection/Recruit* **The employer or his representative shall carry out the interview if desired.** In case of workers have to be tested, the Department of Skill Development which has testing centers for certain occupations or classifications will be referred. For classification that the Department of Skill Development cannot provide testing, a suitable and reliable skill-testing center will be recommended for which the workers shall pay for testing fees.

(4) The Announce the *Name list of the* candidates as the official announcement (1 week)

(5) *Medical examination*, the Department of Employment will send the workers for physical examination at the hospital or clinic with the standard being approved by the Department of Employment. (3-5 days)

(6) *Travel document*, if the Department of Employment shall facilitate convenience to the workers who have been selected by the employer in applying for passports for which the workers shall pay their own expenses **and the employer send the ticket, job offer/visa through the department of employment and make an appointment for the date to work overseas (1- 2 weeks)**

(7) *Pre-departure training*, the Department of Employment will conduct training and orientation for workers, report himself to the department of employment Apply for the job seeker employment fund before traveling abroad (2 – 3 days)

**3. Direct hired**

When an employer and employee agree to work, the employer shall do all the processes for the employee in Thailand, the employment contract must be attested by the Office of Labour Affairs (free of charge) and attested by Royal Thai Embassy (Attestation Fee: AED 60.- per copy), after attestation the employer should send all documents to the employee in Thailand for reporting himself/herself to the department of employment in Bangkok or the office of employment in his/her province, applying for the Job Seeker and Employment Fund and go through the labour checkpoint at Suwannaphum airport at the day of departure.

..... **We do appreciate for hiring Thais** .....

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