**Employment Application Form for Clerk Position**

*(Please complete this form and submit with required documents*

*by 11 September 2025, 17.30 hr. Eastern Standard Time)*

**I. Personal Information**

**Photo**

**1” x 1”
*(Taken no later than
6 months)***

**First Name** ............................................. **Last Name** ..............................................

**Nickname** ...................................................

**Date of birth** (DD/MM/YY) ......./......./....... **Age** ...........

**Gender**  🔾 Male 🔾 Female

**ID Card No. / Passport No.** ..................................

**Expiration Date** ......./......./.......

**Nationality** 🔾 Thai 🔾 U.S. 🔾 Others (please specify) ....................................

**Citizenship** 🔾 Thai 🔾 U.S. 🔾 Others (please specify) ....................................

**Current Street Address** ....................................................................................................

**Apt./Suite** .................. **City** ............................. **State** ....................... **ZIP Code** ................

**Home Phone** ............................................ **Mobile Phone** ..................................................

**Fax** ......................................................... **E-mail** ................................................................

**Highest Degree Earned – Area of Study – Major – Minor**

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**Marital Status** 🔾 Single 🔾 Married 🔾 Divorced

APPICATION P1

NAME……………………………….

**II. Education**

**High School**

Name of School...........................................................State ..............................................

Start Date ....................**.....** End Date ........................Grade Point Average..........................

**Bachelor’s Degree**

Name of University/College ............................................ State ...........................................

Start Date ........................End Date .......................Grade Point Average..........................

**Other Education/Training**

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**III. Special Skills/Abilities (**Please mark the correct statement with ✓ or fill in the blanks)

**Computer Skills**

 🔾Microsoft Word Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

 🔾Microsoft Excel Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

 🔾PowerPoint Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

 🔾 Canva Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

 🔾Adobe Acrobat Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

 🔾Others (please specify)

............................ Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

............................ Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

**Language**

🔾**English**

Conversation Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

 Reading Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

 Writing Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

🔾**Thai**

Conversation Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

 Reading Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

 Writing Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

🔾**Other Language (please specify)** ……………………………………………………

Conversation Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

 Reading Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

 Writing Level 🔾 Proficient 🔾 Advanced 🔾 Intermediate 🔾 Basic

**Other Special Skills/Abilities/Honors**

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**IV. Work Experience**

**Work Experience** 🔾 Yes 🔾 No **Number of Year of Work Experience** .............

APPICATION P2

NAME……………………………….

**Current Employer/Past Employer:**

**1. Name of Employer** ................................................. **Position/Duty** ........................................

 **Address of Employer** ................................................................................................................

 **Reference Contact** ............................................................ **Tel./E-mail** ...................................

**2. Name of Employer** ................................................. **Position/Duty** .........................................

 **Address of Employer** ................................................................................................................

 **Reference Contact** ............................................................ **Tel./E-mail** ...................................

**V. Others**

**Please describe 3 of your outstanding attributes.**

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**Please explain reasons/motivation in applying and how you would be suitable for the position.**

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**Emergency Contact**

**Name** ........................................................................ **Last Name** ...........................................

**Address** ...................................................................................................................................

**Mobile Phone** ............................................................ **E-mail:** ...............................................

**Relation to the applicant** ........................................................................................................

**How did you hear about this position?** .................................................................................

**Interview on 15 September 2025**

🔾 I can attend in person at the Permanent Mission of Thailand to the United Nations
 (136 E39th St, New York, NY 10016)

🔾 I am unable to attend in-person at the Mission of Thailand because………………………………
…………………………………………………………………………………………………

 **I hereby certify that I have the qualifications as required by the Mission of Thailand and the information provided in this form is true and correct.**

 **Signature** ...........................................................................

 **Print Name (**.........................................................................**)**

 Applicant

APPICATION P3

NAME……………………………….

 Date .........../................../...........

APPICATION P1

NAME……………………………….