

(Unofficial Translation)



Royal Thai Embassy's Announcement

No. 43/2569

Position Opening Driver (1 position)

The Royal Thai Embassy in Washington, D.C. is seeking applications from qualified individuals for the following opening position:

1. Position/Salary

Position	Driver
Salary	3,391.00 U.S. dollars/month

2. Job Description

2.1 Driving the Embassy's vehicles, keeping vehicles well maintained and in good condition, having general knowledge of vehicle maintenance and minor repairs.

2.2 Performing other assigned duties.

3. Qualifications

3.1 Be legally authorized to reside in and engage in gainful employment in the United States

3.2 Having a valid U.S. Driver's License

3.3 Good communication skill in English

3.4 Proven experience as a Driver

3.5 Good interpersonal skills, service mind, and positive attitude

4. Application Process

4.1 Please submit an application and all related documents through

Email: embassy_job@thaiembdc.org Deadline is 31 July 2026 at 17.00 hrs. (Eastern Time – ET).

4.2 For further inquiries or questions, please contact us during office hours at 202-944-3600 extension 818 or email embassy_job@thaiembdc.org

5. Required Documents

5.1 Application Form (as attached) with 1x1 inch photo (**taken within the last six months**)

5.2 Resumé

5.3 A copy of documentation demonstrating legal authorization to reside in and engage in gainful employment in the United States

5.4 A Copy of valid U.S. Driver's License

5.5 A copy of Driving Record issued by the Department of Motor Vehicles

5.6 A Copy of Employment Verification Letter / Work Training Certificate (optional)

5.7 Other documents that would support the application

6. Selection Process

Driving Test and Interview

7. Application and Selection Period Eastern Time (ET)

Now – 31 July 2026	- Application Submission
3 August 2026	- Announcement regarding Qualified Applicants
5 August 2026	- Driving Test and Interview
6 August 2026	- Announcement regarding Successful and Reserved Candidates

*****Eligible applicants for the skills assessment and interview are required to attend the Selection Process at the Royal Thai Embassy on the date and time specified. Failure to attend will result in the forfeiture of their eligibility.*****

Qualified applicants, successful candidates, and reserved candidates will be announced on the Embassy's website at <https://washingtondc.thaiembassy.org>. If it is found that any qualified applicant, successful candidate, or reserved candidate does not meet all the qualifications specified in this announcement, such applicant/candidate will be disqualified.

The successful candidate is required to submit a report of criminal records search from his/her state of residence to the Embassy within 30 days from the employment's commencement date. The Embassy reserves the right to terminate the employment should there be criminal records that may affect the work of the Embassy.

Announcement made on 13 July 2026

(Signed)
(Penprapa Poomarin)
Minister-Counsellor

Application Form
Driver

*(Please complete this form and submit with required documents by **31 July 2026**)*

I. Personal Information

First Name **Last Name**

Nickname

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

Gender ☐ Male ☐ Female

Thai ID Card Number / Passport

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

Nationality ☐ Thai ☐ Others (please specify)

Citizenship ☐ Thai ☐ Others (please specify)

Current Address 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

II. Education

High School

Name of School **State**

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

Bachelor's Degree

Name of University/College **State**

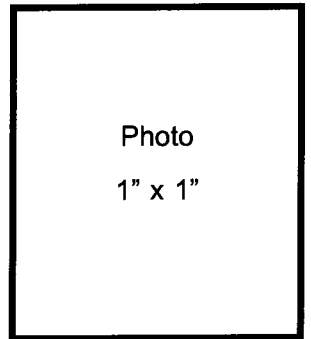
Start Date **End Date** **Grade Point Average**

Other Education/Training

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APPLICATION P1
NAME.....

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
☐ 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**

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**

APPLICATION P2
 NAME.....

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?

Driving Test and interview on 5 August 2026

☐ I can attend in person at the Royal Thai Embassy (1024 Wisconsin Ave, N.W., Suite 401 Washington, D.C. 20007)

I have the qualifications required by the Embassy

I hereby certify that the information on this application form is true and correct.

Signature

Print Name (.....)

Applicant

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

APPLICATION P3
NAME.....