



*Royal Thai Embassy
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Washington, D.C. 20007
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**Royal Thai Embassy's Announcement
No. 28/2568
Position Opening Clerk (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	Clerk
Salary	3,199.00 U.S. dollars/month

2. Job Description

2.1 Contact and coordinate with relevant U.S. and Thai government agencies, private sector, academia, and the civil society.

2.2 Draft notes, official documents, memorandums, diplomatic cables, e-mails according to assigned duties and frameworks.

2.3 Administer clerical work and other assigned duties.

3. Qualifications

3.1 Eligibility: U.S. Citizenship or U.S. Permanent Resident (Green Card)

3.2 Bachelor's degree or higher

3.3 Proficiency in spoken and written Thai and English

3.4 Computer literacy and the ability to use basic programs; Microsoft Office, Excel and other internet related software

3.5 Good human relation 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 24 September 2025 at 17.00 hrs. (Eastern Time – ET).

4.2 For further inquiries or questions, please call 202-944-3600 extension 818 (Ms. Panatchakorn Rochanavibhata)

5. Required Documents

5.1 Application Form (as attached) with 1x1 inch photo (must be taken no more than six months)

5.2 Resumé

5.3 Copy of U.S. Passport or Green Card

5.4 Copy of Education Records

5.5 Copy of Employment Verification Letters /Work Training Certificates (optional)

5.6 Other documents that would support the application.

6. Selection Process

Written Examination and Interview (*Bring your own laptop*)

The written examination will be conducted to assess the candidates' language proficiency in both Thai and English as well as general administrative knowledge.

7. Application and Selection Period Eastern Time (ET)

Now – 24 September 2025	- Application Submission
25 September 2025	- Announcement regarding Qualified Applicants
29 September 2025	- Written Examination and Interview
30 September 2025	- Announcement regarding Successful and Reserve Candidates

****Candidates who cannot attend the written exam and the interview in person at the Embassy on the above date and time will be disqualified****

Qualified applicants, successful and reserve candidates will be announced on the Embassy's website <https://washingtondc.thaiembassy.org> If it is found that qualified applicants and successful candidates or reserve candidates do not possess all the qualifications set in this announcement, the 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 10 September 2025

(Signed)
(Penprapa Poomarin)
Minister-Counsellor

Application Form

(Please complete this form and submit with required documents by 24 September 2025)

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

.....
.....
.....

Photo
1" x 1"

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**

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?

Written examination and interview on 29 September 2025

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

☐ I am unable to attend in-person at the Royal Thai Embassy because.....
.....

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/...../.....