

(Unofficial Translation)



*Royal Thai Embassy
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Royal Thai Embassy's Announcement

No. 64 /2569

Position Opening: Clerk (Operator) (1 position)

The Royal Thai Embassy in Washington, D.C. is accepting job applications for the following opening position:

1. Position/Salary

Position	Clerk (Operator)
Salary	3,419.00 U.S. dollars/month

2. Job Descriptions

- 2.1 Answer phone calls to provide information about the contact information of Thai government agencies in the U.S., consular services and public relations information
- 2.2 Assist with documentation, administrative work and official documents
- 2.3 Preparation for events, receptions and ceremonies
- 2.4 Perform other duties as assigned

3. Qualifications

- 3.1 Meet one of the following requirements to legally stay and work in the U.S
- 3.2 Vocational certificate diploma or higher
- 3.3 Very good verbal and written communication skills in Thai and English
- 3.4 Good typing skills in Thai and English, as well as good computer literacy and the ability to use basis programs, including internet related and Microsoft Office, Excel
- 3.5 Professionalism and teamwork

4. Application Process

- 4.1 Submit the application and all related documents to

Email: embassy_job@thaiembdc.org **by October 21th, 2026 at 5 p.m. (Eastern Time - ET).**

- 4.2 For further inquiries or questions, please call 202-944-3600 extension 796
(Mrs. Jiraporn Wittayangkul)

5. Required Documents

- 5.1 Application Form (as attached) with 1x1 inch photo (Taken no more than six months ago)
- 5.2 Resumé
- 5.3 Copy of U.S. Passport or Green Card
- 5.4 Copy of Degree and Transcript
- 5.5 Copy of Employment Verification Letters / Work Training Certificates (Optional)
- 5.6 Other documents that the candidate believes could be helpful for the application process (optional)

6. Selection Process

- 6.1 Written Examination (*Please bring your own laptop*) (100 points)

The written examination will be conducted to assess the applicants' ability to understand Thai and English and the required general knowledge, at the Chancery of the Royal Thai Embassy.

6.2 Interview (100 points) The interview will be conducted to assess the applicants based on their competence, qualifications, attitude and personality in accordance with the position's requirements at the Chancery of the Royal Thai Embassy.

7. Application and Selection Period (Eastern Time - ET)

- | | |
|-------------------|--|
| 9-21 October 2026 | - Application Submission |
| 22 October 2026 | - Announcement regarding Qualified Applicants |
| 23 October 2026 | - Written Examination and Interview |
| 26 October 2026 | - Announcement regarding Successful and Reserve Candidates |

A successful candidate will be announced on the Embassy's website www.washingtondc.thaiembassy.org. If the candidate does not meet the qualifications as indicated by the Embassy, the candidate will be disqualified for the position.

The Successful candidate is required to submit a report of criminal records from the person's State of residence to the Embassy within 30 days from the employment commencement date.

Announcement on 9 October 2026

(Signed)

(Penprapa Poomarin)

Minister-Counsellor (Head of Chancery)

Application Form

(Please complete this form and submit with required documents by **21 October 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

Bachelor's Degree

Name of University/College State

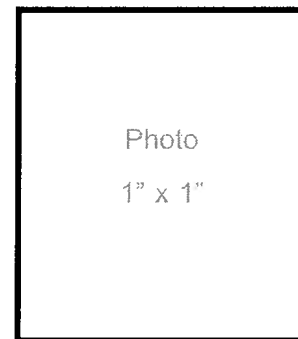
Start Date End Date Grade Point Average

Other Education/Training

.....
.....

Name of University/College State

Start Date End Date Grade Point Average



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?

Writing Test and interview on 23 October 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.....