



## ROYAL THAI CONSULATE-GENERAL, XI'AN

### Announcement No. 7/2562

Royal Thai Consulate-General, Xi'an would like to announce a new vacant position in the capacity of Consular Assistant, details as follows:

#### **1. Salary**

- 1.1 4,350 RMB/month
- 1.2 Term of contract : 8 July to 30 September 2019

#### **2. Qualifications**

- 2.1 Bachelor's Degree or higher in any field;
- 2.2 Fluent in Chinese and English in all skills;
- 2.3 If fluent in Thai will be preferable;
- 2.4 Computational skills: basic programmes such as Microsoft Office;
- 2.5 Good working attitude, good human relations, services mind and can work as a team;
- 2.6 Good communication skill, able to contact with public and private sectors, as well as individuals;
- 2.7 Good health without communicable diseases.

#### **3. Job Description**

- 3.1 Assist in conducting consular tasks such as Thai passport, e-visa, legalization services and other consular related projects;
- 3.2 Any other tasks delegated by the Consulate-General.

#### **4. Required Documents**

- 4.1 Application form with one-inch photograph;
- 4.2 Curriculum vitae (in English)
- 4.3 Copy of ID card or Passport, House's Registration and Certificate of Military Service Conscription (for Thai male applicants);
- 4.4 Copy of transcript;
- 4.5 Copy of diplomas.

Note: Applicants please write "certified true copy" and sign on all the copies mentioned in 4.3-4.5.

#### **5. Call for Applications**

- 5.1 Download the application form from [www.thaiembassy.org/xian](http://www.thaiembassy.org/xian)
- 5.2 Submit the application form with all the documents listed above to
  - (1) the Royal Thai Consulate-General, Xi'an during week days and working hours or
  - (2) send an e-mail to [thaixian@outlook.com](mailto:thaixian@outlook.com) from today until 18 June 2019.

Note: For more information, please call (+29) 8931 2831 ext. 801 or 803 or send an e-mail to [thaixian@outlook.com](mailto:thaixian@outlook.com)

**6. Selection Process**

Today – 18 June 2019	Duration to submit the application
19 June 2019	Announce the list of eligible candidates for an interview
20 June 2019	Interview
21 June 2019	Announce the outcome of the successful candidate

Royal Thai Consulate-General will announce the list of eligible candidates for an interview and the outcome of the successful candidate on [www.thaiembassy.org/xian](http://www.thaiembassy.org/xian).

**A. Personal Information**

( ) Mr. ( ) Mrs. ( ) Miss Name: \_\_\_\_\_  
 Date of Birth (D/M/Y): \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
 Marital Status: ( ) Married ( ) Single ( ) Divorced  
 Passport No. \_\_\_\_\_ Date of Expiry (D/M/Y) \_\_\_\_\_  
 Current Position: \_\_\_\_\_  
 Tel. \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Royal Thai Consulate-General, Xi'an  
 16 June B.E. 2562 (2019)



**B. Education Background**

Degree	Name of Institution/ Year of graduation	Major	GPA

**C. Employment History (Please attach resume/curriculum vitae if see appropriate)**

Name of Employer	Position	Duration

**D. Previous Chinese / Thai Language Trainings**

Training course/Name of Institution	Duration (MM/YY-MM/YY)	Degree/Certificate

E. HSK Level: \_\_\_\_\_ Date of HSK: \_\_\_\_\_

F. Computer Skills: (please list) \_\_\_\_\_

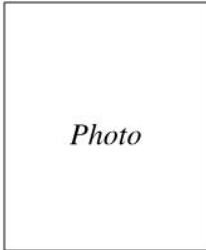
G. Reasons to apply for this position: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ROYAL THAI CONSULATE-GENERAL  
XI'AN

APPLICATION FORM



A. Personal Information

Mr.  Mrs.  Miss Name: \_\_\_\_\_  
Date of Birth (D/M/Y): \_\_\_\_\_ Age: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Marital Status:  Married  Single  Divorce Number of Children: \_\_\_\_\_  
Passport No: \_\_\_\_\_ Date of Expiry (D/M/Y): \_\_\_\_\_  
Current Position: \_\_\_\_\_  
Tel. \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

B. Education Background

<i>Degree</i>	<i>Name of Institution/ Year of graduation</i>	<i>Major</i>	<i>GPA</i>

C. Employment History (Please attach resume/curriculum vitae if see appropriate)

<i>Name of Employer</i>	<i>Position</i>	<i>Duration</i>

D. Previous Chinese / Thai Language Trainings

<i>Training course/Name of Institution</i>	<i>Duration (MM/YY-MM/YY)</i>	<i>Degree/Certificate</i>

E. HSK Level: \_\_\_\_\_ Date of HSK : \_\_\_\_\_

F. Computer Skills: (please list) \_\_\_\_\_

G. Reasons to apply for this position: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_