

Check Lists for Application Package

Please provide the following documents:

Main documents:

[DS-174 \(Application form\)](#): Applicants must address each required qualification listed in each vacancy announcement with specific information supporting each item including computer skills.

Resume (**without** photo) is required if your experience description goes **beyond** the block No. 21 Work Experience in DS-174 as shown in the red circle.

Describe your major duties/responsibilities and accomplishments.

- Assist in the administration of the Executive Promotion program and communicate with other departments to support the program
- Participate in the projects of Career Management and Manpower Planning including analysis of job responsibilities submitted by other departments in order to provide suitable organization structure, career path and competency evaluation for each position
- Assist with check-in process, facilitate, advise, and convey rules and regulations for new Executives of the Bank to work effectively
- Coordinate the application for the expatriates' visas and work permits, and take care of the expatriates
- Provide administrative assistant to the Executive Promotion officers and communicate with other departments to support the program
- Launch projects of Career Management and Manpower Planning including analysis of job responsibilities submitted by other departments in order to provide suitable organization structure, career path and competency evaluation for each position
- Process documents for check-in process, facilitate, advise, and convey rules and regulations for new Executives of the Bank to work effectively

Reason(s) for leaving. (Do not write "N/A" or "not applicable".)

Describe your major duties/responsibilities and accomplishments.

Transcript

A certified copy for name change (if any)

A certified copy for verifying your eligibility to work in this country:

- ✓ Thai citizens - Thai ID card
- ✓ Dual citizens (Thai and U.S.) - Thai ID card and U.S. Passport biographical page
- ✓ Dual citizens (Thai and others nationalities) - Thai ID card
- ✓ Other nationalities – Passport biographical page, valid Thai visa, and valid Thai Residency Permit (Check with the [Thai Immigration Bureau](#) for the information of Thai Residency Permit)

Additional documents are required for each vacancy announcement:

TOEIC score for listening and reading test:

- ✓ TOEIC score **must** be taken within two years of the application submission date to be considered 'VALID'.
- ✓ TOEIC score **cannot** be substituted with any other English tests (e.g. TOEFL, IELTS).
- ✓ The English Placement Test (EPT), conducted by the Regional Human Resources Office, may be substituted for TOEIC for certain positions, which will be specified on the vacancy.

Thai driving license (if required)

Others e.g. a professional Diploma, certificate, license, essay, or awards (if required)

USEFM who is a preference-eligible U.S. Veteran:

A copy of sponsor's orders (if invoking USEFM hiring preference)

A copy of Form DD-214 - Member 4 (if invoking U.S. Veteran hiring preference)

All required documents must be scanned and submit with DS-174 via email only.

Failure to provide the above documents will result in the invalidation of your application.