



Royal Thai Embassy
 SEN - Av. Das Nações – Lote 10
 CEP. 70800-912 Brasilia, DF – BRASIL
 Tel. (55 61) 3224-6943
 Fax (55 61) 3223-7502
 E-mail: thaiembrazil@gmail.com

POSITION

1. Position Title

PERSONAL INFORMATION

2. Full Name

3. Current Address

4. Telephone Number

5. E-mail Address

EDUCATION

6. Graduate School	Dates Attended From To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree/Diploma	Major Subject
Undergraduate College/University	Dates Attended From To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree/Diploma	Major Subject
High School	Dates Attended From To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree/Diploma	Major Subject
Other	Dates Attended From To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree/Diploma	Major Subject

LANGUAGES

7. List your languages, the appropriate competency levels, and your primary/first spoken/native language using the language standards below.

Language Indicator

Level I Basic Knowledge

Level II Limited Knowledge

Level III Good working knowledge

Level IV Fluent

Level V Professional Translator/Interpreter

Language Level to:	Speak	Read	Write
Primary -			

WORK EXPERIENCE

Include all work experience, paid and voluntary. Start with your present or most recent work experience. When describing work, list specific duties/ responsibilities and accomplishments. Include supervisory responsibilities and the number of employees supervised. Go into as much detail as possible for work experience that directly relates to the advertised position. Include all periods of unemployment and reason.

8.a Work Experience

8a. Job Title

From	To	Salary per month	Hours per week
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Employer's Name and Address	Supervisor's Name and Contact Information
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Were you a supervisor in the position? Yes No If yes, how many people did you supervise _____	May HR contact your supervisor? <input type="checkbox"/> yes <input type="checkbox"/> No
-------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

Describe your major duties/responsibilities and accomplishments.

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

8.b Work Experience

8b. Job Title

From	To	Salary per month	Hours per week
------	----	------------------	----------------

Employer's Name and Address	Supervisor's Name and Contact Information
-----------------------------	-------------------------------------------

Were you a supervisor in the position? Yes No If yes, how many people did you supervise _____	May HR contact your supervisor? <input type="checkbox"/> yes <input type="checkbox"/> No
-------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

Describe your major duties/responsibilities and accomplishments.

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

8.c Work Experience

8c. Job Title

From	To	Salary per month	Hours per week
------	----	------------------	----------------

Employer's Name and Address	Supervisor's Name and Contact Information
-----------------------------	-------------------------------------------

Were you a supervisor in the position? Yes No If yes, how many people did you supervise _____	May HR contact your supervisor? <input type="checkbox"/> yes <input type="checkbox"/> No
-------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

Describe your major duties/responsibilities and accomplishments.

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

8d. Work Experience

8d. Job Title

From	To	Salary per month	Hours per week
------	----	------------------	----------------

Employer's Name and Address	Supervisor's Name and Contact Information
-----------------------------	-------------------------------------------

Were you a supervisor in the position? Yes No If yes, how many people did you supervise _____	May HR contact your supervisor? <input type="checkbox"/> yes <input type="checkbox"/> No
-------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

Describe your major duties/responsibilities and accomplishments.

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

8e. Work Experience

8e. Job Title

From	To	Salary per month	Hours per week
------	----	------------------	----------------

Employer's Name and Address	Supervisor's Name and Contact Information
-----------------------------	-------------------------------------------

Were you a supervisor in the position? Yes No If yes, how many people did you supervise _____	May HR contact your supervisor? <input type="checkbox"/> yes <input type="checkbox"/> No
-------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

Describe your major duties/responsibilities and accomplishments.

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

LICENSE SKILLS, TRAINING, MEMBERSHIP, AND RECOGNITION

9. List professional licenses, certifications, typing/keyboard skills, computer skills, formal and online training, and other skills and abilities you consider relevant to the position. Include the license or certification number and attach a copy if the license or certification is a requirement of the position.

10. List professional organizations, associations, awards, honors, fellowship, and publications you consider significant.

REFERENCES

11. List personal references who are not relatives or former supervisors who can speak knowledgeably of your work performance.

Name

Address

Telephone

Occupation

SIGNATURE AND CERTIFICATION

12. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work. I understand that any information I voluntarily provide on or attached to this application may be investigated.

Signature

Date