



Announcement by Phichai Rattanakhan School
Recruitment for a Temporary employee
Affiliation to the Secondary Education Area Office 14

.....
According to Phichai Rattanakhan is selecting a person to be a monthly employee under the 2020 budget. In order to work at Phichai Rattanakhan School as the following information is required.

1. Position:

Position: 3 English Teachers

Qualification: The holder of English or related field degree.

Wage Rate: 29,000 – 38,000 THB per month (Depends on the experience and capability)

2. Scope of Work:

- 2.1 Not over 23 lessons per week
- 2.2 Making lesson plans of all given subjects.
- 2.3 Making some new creative materials to use in classrooms all the time.
- 2.4 Individual record of students are needed namely, attendance, work submission, behavior etc.
- 2.5 Record the student progress report per subject individually and submit twice in a school term.
- 2.6 Record the student achievement in the evaluation programme
- 2.7 Devote time for the students who need help after the lessons.
- 2.8 Prepare the students for occasional competitions.
- 2.9 Keep the expiry dates of visa, passport and work permit up to date with the Head of English Department.
- 2.10 Dress up politely:
 - Male: Neck tie, shirt, pant and shoe
 - Female: Blouse (NO gauzy material or deep collar), Skirt (not too tight, not shorter than 1 inch above knee), shoe
- 2.11 Be on duty during 07.30 a.m. to 4.30 p.m.

3. General Features and specific features for positioning:

3.1 General Features

Candidates are recruited and qualified as individuals with the following

- 1) A British (Including Irish and English), Canadian, New Zealand, Australian and American are preferred.
- 2) Age not less than 21 years up to the last application date and not more than 38 years as of the application date.
- 3) Not being a bankrupt.
- 4) Not being physically disabled that caused to being unable to perform duties, incompetence, mental infirmity, malformation, or having illness as specified in the law governing civil servant regulations
- 5) Not having ever been sentenced to imprisonment by a final judgment because it is a criminal offense, not a person who is deficient in morals and is disgusted by society (showing Criminal Report from home country and/or from Thailand)
- 6) Not being punished for dismissal or dismissal from state enterprise, or other state agencies.

3.2 Specific features for positioning:

- 1) A degree in English or higher.
- 2) A healthy person with good personality and good human relations.
- 3) Good command of both spoken and written English.
- 4) Fluent in using Microsoft Office, Photoshop, Social Media, and surfing on Internet to get the work done.

4. Date and place of application:

For those who want to apply for recruiting. Apply and submit your application in person at the Management Team of Phichai Rattanakhan School on 31st August - 4th September 2020 during the official day and time.

5. Documents to apply:

- 1) Three of an inch size photos (not older than 6 months)
- 2) A copy of degree transcript.
- 3) A copy of degree certificate
- 4) A copy of the passport.
- 5) A copy of Criminal Check Report.
- 6) One medical certificate issued within the last 1 month and shows that it is

not prohibited by the rules of the Census No. 3 (1992)

7) Copies of other evidence, such as changing of name

(In case of full name In the evidence of application does not match.)

8) Copies of teaching training certificates for teaching license.

*All copies must be written to the applicant. "Certifies True Copy" and signed

6. Conditions for admission:

Applicants are responsible for reviewing and certifying themselves.

The application form must be filled in by the applicant. It is the applicant's full responsibility for any wrong information mentioned in the form. As a result of fact, the applicant is not considered as a legal person to apply for the job according to the announcement, and the application is void for that person

7. Recruiting method/ date and time/ place of recruiting/ recruiting course:

7.1 Course and method of selection and selection

Applicants must be assessed for their position and profession. Assessed by interview, observation and reviewed documents. Evaluate

1) Profile and portfolio 50 points

2) Practical (Taking a Test and Demo class) 50 points

7.2 Date, time and place of recruitment will be recruited and selected.

Details of recruitment and selection are attached to this announcement.

8. Criteria:

To be selected, the total score must be more than 80%. In order of recruitment and selection schedule attached to this announcement

9. Date of nomination:

The eligible nominees will be posted on the Human Resource Board and on the Phichai Rattanakarn School website: www.pcrs.ac.th and www.phichaipsip.com by 10th September 2020.

10. Announcement of nominees:

They will be ranked from those receiving the highest scores to the lower. In case that there is an equal score, the person who receives more scores from their background and folio will receive a better ranking.

11. Accounting and canceling accounts:

- (1) Recruiting candidates for not more than 6 months from the date of posting.
- (2) Nominees will be canceled in any of the following cases:
 - (2.1) The person is employed according to the position
 - (2.2) The person does not report to the designated employer.
 - (2.3) The applicant waives his employment.
 - (2.4) The application list ends the accounting period.
 - (2.5) A new applicant's account is announced in the same position as the new

one

12. Employment contract:

Hiring of a temporary employee will be selected from the first top rank and to lower rank for any future vacancies. For the next employment case, Pichai Ratanakarn School will be sending a letter of nomination individually. By sending a letter of acceptance at the address nominated by the nominee, the chosen one must sign the contract within 10 days from the date of the original postmark.

Notified on 26th August 2020.



(Mr.Chawana Kumgla)

Director of Phichai Ratanakarn School

Itinerary

Recruitment for a Temporary employee Phichai Rattanakhan School, Educational Service Area 14

.....

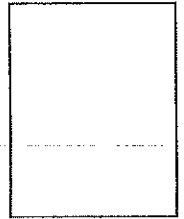
26 th - 30 th August 2020	Advertisement
31 st August – 4 th September 2020	Application
8 th September 2020	Announce for the nominees
9 th September 2020	Interview, test, and Demo Class
10 th September 2020	Result announcement
11 th September 2020	Sign the contract

.....

Application Form for Recruitment for a Temporary employee no...../.....

To work as a teacher

Phichai Rattanakhan School: The Secondary Educational Service Area Office 14



1. First Name Middle
Name.....
Family Name.....
2. Nationality Religion.....
3. Date of Birth..... Age.....
4. Place of Birth.....
5. Passport Number..... Issued by (Office)
.....Issued Date.....
Expiry Date.....
6. Current Residence in Thailand.....Moo.....
Street.....Sub-district.....District.....
City.....Postcode.....Telephone Number.....
Email.....Facebook.....
7. Highest Education.....
Field/ Major.....
University/ College.....
8. Position to apply.....

(Signature).....Applicant

(.....)

Date of registration