

Unit 5

Job Application



ลิขสิทธิ์ของ บริษัท สำนักพิมพ์เอมพันธ์ จำกัด

- Application Form
- Job Application Form
- Application Form for Employment

แบบฟอร์มสำหรับสมัครงาน



Elements of a job application form

Date	วันที่ (กรอกใบสมัครงาน)
Position applied for	(ตำแหน่งที่ต้องการสมัคร)
Expected salary	(เงินเดือนที่คาดหวัง)
Personal details	(ข้อมูลส่วนตัว)
Education	(การศึกษา)
Work experience	(ประสบการณ์ทำงาน)



Elements of a job application form

Foreign language	(ภาษาต่างประเทศ)
Computer skill	(ทักษะทางคอมพิวเตอร์)
Other abilities	(ความสามารถอื่นๆ)
Reference	(บุคคลอ้างอิง)
Applicant's signature	(ลายเซ็นผู้สมัคร)



Example of an application form(1)

Application Form มี

องค์ประกอบคล้ายคลึง

กับ Resume แต่ก็มีความ

แตกต่างบางประการ

ส่วนนี้จำเป็นต้องใส่ในการ
กรอก Application Form

Personal details ใน
Resume และ Application
Form มีการนำเสนอข้อมูล
เช่นเดียวกัน

Application for Employment

Date 5 November 2019

Position applied for Senior Marketing Officer

Expected Salary 22,000 baht / month

Personal details

Title: (Mr. / Ms.) First Name Sarawee

Family Name Deeprakorb

Age 26 Date of Birth October 1, 1993

Nationality Thai Height 163 cms Weight 50 kgs

ID card number 3199186489222 Marital status single Number of children —

Present address 28 Moo 1, Cute Monkey Street, Mueang, Lopburi 15000

Telephone / Mobile phone 0899996611 E-mail address sarawee-dee@gmail.com

Have you completed military Service?

() Yes () No () Exempted (☒) Not applicable



Photo ถือเป็นสิ่ง
สำคัญในการกรอก
เอกสารสมัครงาน

คำถามที่มักปรากฏในการกรอก
Application Form



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Example of an application form(2)

Have you ever applied to this company before? () Yes (✓) No

If yes, state when? _____

Do you have any relatives or friends working for this company? () Yes (✓) No

If yes, who? _____ Relationship _____

Education

Date attended	Institutions	Degree	Field of Study
From 2014 to 2017	Chiang Mai University	Bachelor of Business Administration	Digital Marketing
From 2012 to 2014	Pattaya Technical College	Higher Vocational Certificate	Computer Technology
From 2009 to 2012	Phetchaburi Vocational College	Vocational Certificate	Marketing

Work experience

Employer's name	Position
From 2015 to present: Iron Man Public Company Limited	Marketing Officer
From 2015 to 2017: Avengers Company Limited	Part-time Data Entry Officer

Foreign languages

Language	Speaking	Reading	Writing
English	Good	Excellent	Good
Mandarin	Fair	Fair	Fair

Computer skills

Programs / Applications: _____ Ms Word, Excel and PowerPoint

Other abilities

Typing: (✓) Thai typing _____ 35 words per minute

(✓) English typing _____ 30 words per minute

Driving: (✓) Yes () No

Interests _____ Cooking, photography, music and yoga

Reference _____ Ms. Pannoe Boonwadee, Vice President - Human Resources,
Iron Man Public Company Limited, Mobile phone 095-945-7262

I certify that all the information given in this application form is true and correct.
I understand that any false statement or untrue information will be cause for rejection of my application.

Applicant's signature

Date 5 November 2019

คำถามที่มักปรากฏใน การกรอก Application Form

การลงนามยืนยันข้อมูลใน Application Form ว่าข้อมูลเป็นจริงมีความสำคัญมาก



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Vocabulary: Filling an application form


fill in


complete


fill out

**an
application
form**



แปลว่า กรอกแบบฟอร์ม



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Vocabulary: Filling an application form

Example sentence:



Complete the blanks in this application form.



Please **fill in** this application form.



Before walk in the office, please **fill out** an online application form.





What is a job interview?

“A job interview is an interview consisting of a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired. Interviews are one of the most popularly used devices for employee selection.”



Common questions in a job interview

Please tell me about yourself.



How to answer this question:

“My name is Charnwit. I’m 20 years old. I am studying in the third year of Higher Vocation Certificate Program at Thonburi Commercial College. My field of study is Information Technology. I’m going to graduate next month.”



Common questions in a job interview

Why do you want to apply for this job?



How to answer this question:

“Well, I think this job is interesting. And I am sure I’m suitable for this job because of my qualifications.”



Common questions in a job interview

What do you know about our company?



How to answer this question:

“You are a five-star hotel. I saw your ads in the newspaper and on the Internet.”



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Common questions in a job interview

What are your strong points/ strengths?
What are your weak points/ weaknesses?



How to answer this question:

“I’m a hard-working person and have good interpersonal skills.”

“Sometimes, I am a workaholic.”



Common questions in a job interview

Why should we hire you?



How to answer this question:

“My educational background and work experience make me a good match for this position.”



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Conversation: Common questions in a job interview

1
Interviewer: Why do you want to apply for this job?

3
Interviewer: What did you do in your previous job?

5
Interviewer: What skills do you have?

7
Interviewer: What do you know about our company?

2
Applicant: I'm very interested in this job. As you can see from my resume, I have years of work experience.

4
Applicant: I worked as an IT officer. I was responsible for customer database.

6
Applicant: As you can see from my resume, I have a lot of computer skills. Also, I can speak and write English well.

8
Applicant: Your company is in the retail business and have several supermarket branches in Bangkok, Chiang Mai, and Khon Kaen.



Conversation: Common questions in a job interview

previous job	อาชีพ(ที่เคยทำงานมาก่อน)
work as	ประกอบอาชีพ(เป็น)...
be responsible for	รับผิดชอบใน (มันตามด้วยตำแหน่งงาน หรือขอบเขตหน้าที่ในการปฏิบัติงาน)
as you can see...	ซึ่งคุณสามารถพิจารณา(ดู) ได้จาก...
retail business	ธุรกิจค้าปลีก
branch	สาขา
customer	ลูกค้า
database	ฐานข้อมูล

1 **Jib:** How was your walk-in interview last week?

2 **Jack:** Not good. I was very nervous.

3 **Jib:** Oh, that's too bad. When is your next job interview?

4 **Jack:** No companies have called me for interview since then. And I'm still looking for it.

5 **Jib:** Oh, how do you seek a job?

6 **Jack:** Well, I search for a job in the newspaper.

7 **Jib:** Why don't you find a job on the Internet?

8 **Jack:** Um, that's a good idea.

9 **Jib:** There are tens of job search websites on the Internet such as www.jobsdb.com.

10 **Jack:** Do you usually look for a job on the Internet?

11 **Jib:** Yes, I do. Many companies advertise jobs on the Internet.

12 **Jack:** Thanks. I'll give it a try.

Conversation: A walk- in interview and applying a job online



Vocabulary: A walk-in interview and applying a job online

Conversation

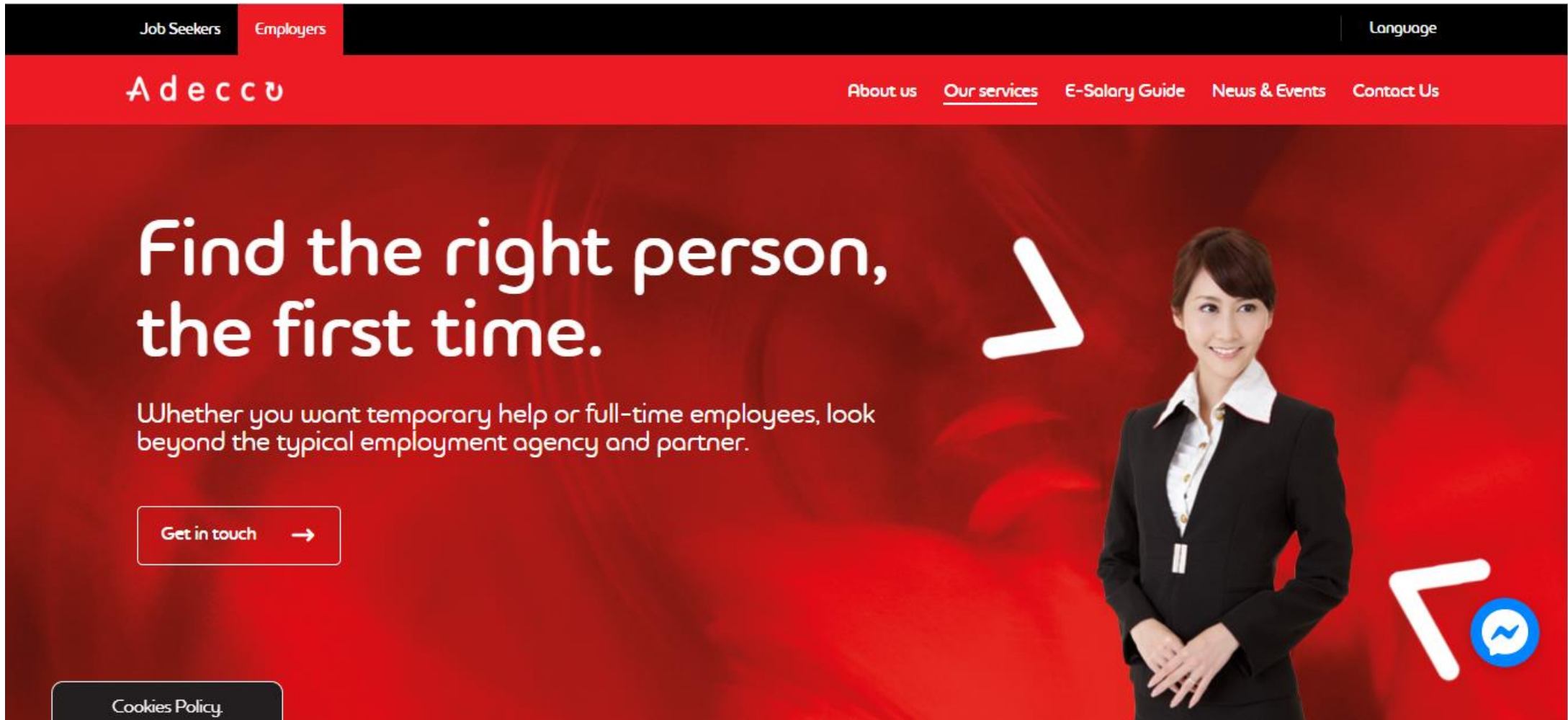
walk-in interview	การเข้าไปสัมภาษณ์งานตามที่บริษัทนัดหมาย
nervous	กังวล
look for a job	ค้นหา หรือมองหางาน
seek a job	ค้นหางาน
search for a job	ค้นหางาน
a good idea	ความคิด(น่าสนใจ)
advertise	ลงประกาศ
a try	ความพยายาม



- # บริษัทจัดหางาน



Example of Recruitment agency service(1)



The screenshot shows the Adecco website homepage. At the top, there is a black navigation bar with 'Job Seekers' and 'Employers' tabs, and a 'Language' dropdown. Below this is a red header bar containing the Adecco logo on the left and a menu with 'About us', 'Our services', 'E-Salary Guide', 'News & Events', and 'Contact Us' on the right. The main content area has a red background with the headline 'Find the right person, the first time.' in large white text. Below the headline is a sub-headline: 'Whether you want temporary help or full-time employees, look beyond the typical employment agency and partner.' A white button with the text 'Get in touch' and a right-pointing arrow is positioned below the sub-headline. On the right side of the main area, there is a photograph of a smiling woman in a black business suit with a white shirt. To her right are two large white chevron arrows pointing right, with a blue circular icon containing a white speech bubble and a checkmark at the bottom right. In the bottom left corner, there is a dark grey button labeled 'Cookies Policy'.

Job Seekers Employers Language

Adecco About us Our services E-Salary Guide News & Events Contact Us

Find the right person, the first time.

Whether you want temporary help or full-time employees, look beyond the typical employment agency and partner.

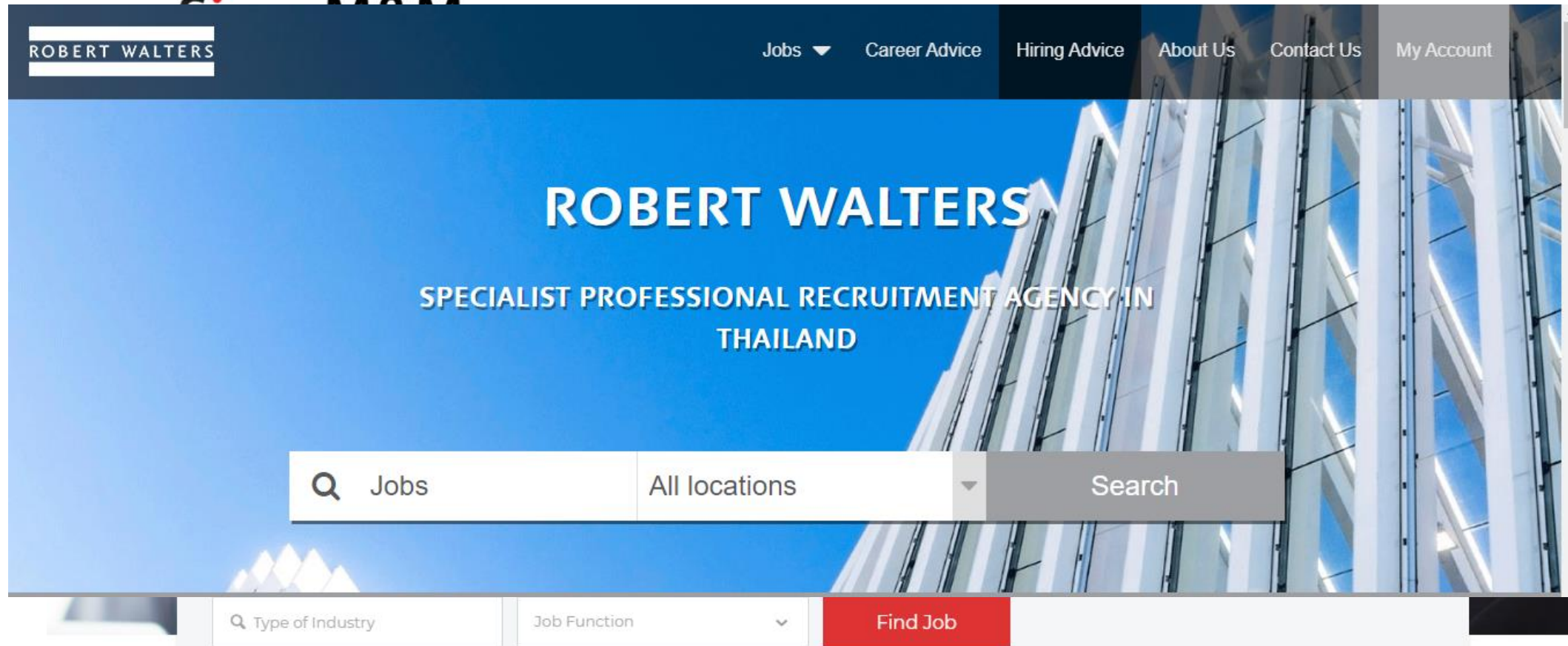
Get in touch →

Cookies Policy.



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Example of Recruitment agency service(2)



ROBERT WALTERS

Jobs ▼ Career Advice Hiring Advice About Us Contact Us My Account

ROBERT WALTERS
SPECIALIST PROFESSIONAL RECRUITMENT AGENCY IN THAILAND

Q Jobs All locations Search

Q Type of Industry Job Function Find Job

Example of Recruitment agency service(3)

JAC Recruitment

English

Login Register

Connecting You to Your Next Job in Thailand

JAC Recruitment is a specialist recruitment agency that is part of the JAC global network. We have locations across Asia and Europe and are based in Japan. We provide expert consulting and job-change support to mid-senior level professionals and specialists seeking new opportunities and companies operating within a broad range of industries, worldwide.

Job Search

Specialisation

Location

Keyword

Search jobs