

User Manual



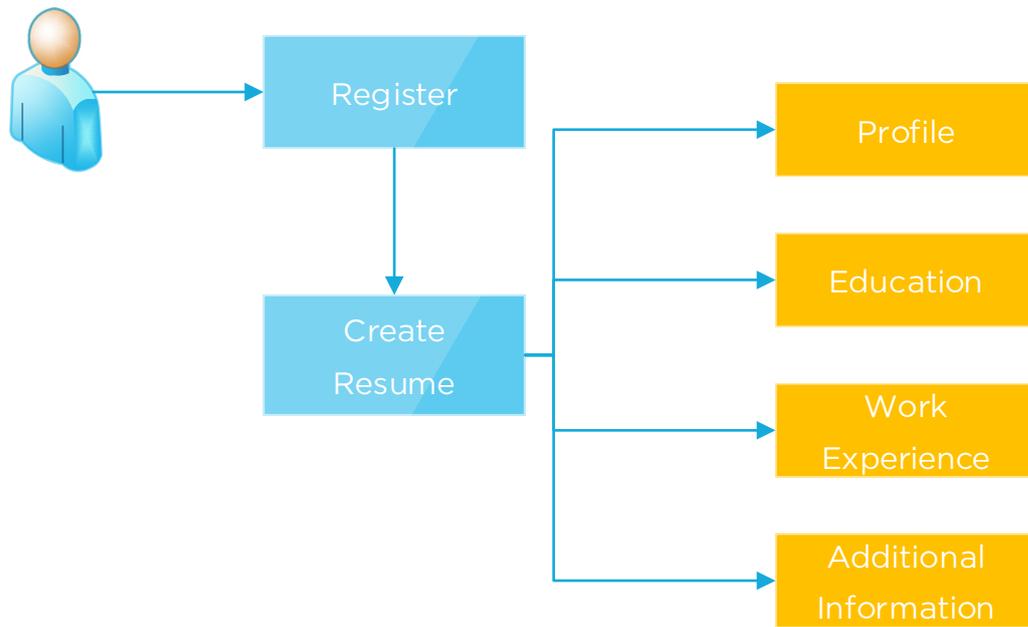
Recruitment

Version 1.0

Last update : 12-01-2017

Update by: Thanakharn Pathomkasikul

Overview



1.Register

Step 1 : Please, Select type card

Step 2 : Specify number of card

Step 3 : Agree with condition

Register

***Type :** Identification Number Passport Number

***Identification Number :**

I certify that all statements given in this application form are true. if any is found to be untrue after engagement, the corporation has the right to terminate my employment without any compensation or severance pay whatsoever.

2.Create Resume

Step 1 : Click “Create button”

Resume



ID : 1101500539331

Member Since : 06-03-2014 03:25:31

Last Update : 00-00-0000 00:00:00

 **View/Print Resume**

- 1. Photo 
- 2. Personal Information 
- 3. Education Background 
- 4. Work Experience 
- 5. Additional Information 
- 6. Questionnaire 

* Please take a moment to submit your resume and complete the following.

Step 2 : Add profile information



Submit your recent photo. Only Jpg file, size is not more than 150x150 pixel or not more than 1 MB

Profile

Identification Number or Passport Number :

*Expected Monthly Salary : Baht

*Available Start Date : Immediately Within Day

*What is your specific job function or expertise? :
1.
2.
3.

*Name Prefix (ENG) : First name (ENG) : Last name (ENG) :

*Nick - Name (ENG) :

*Birth Date : *Height : cm *Weight : kg

Fixed Line : *Primary Mobile : Secondary Mobile :

*Email :

*Race : *Nationality : *Religion :

Marital Status* : Single Married Divorced Widowed

Military Status* : Completed Finished Military Service Training Exempted No Military Service Military reserve

Present Address

House No. : Building/Village : Moo :

Soi : Street : Sub-District :

*Province : *District : *Postcode :

Permanent Address

Same as present address

House No. : Building/Village : Moo :

Soi : Street : Sub-District :

*Province : *District : *Postcode :

Family

*Father's First - Last name : *Age : *Occupation :

*Mother's First - Last name : *Age : *Occupation :

Marital's First - Last name : Age : Occupation :

Total of children (Male) : Total of children (Female) :

Step 3 : Add Education background if more information please Click “Add Information” in that section

Education Background

* Please provide education background from latest to past, with most recent at the top.

*Education Level : ▾

*Status of Graduate : Graduated Currently Studying

*Country of Study : ▾

*Institute/University : ▾

*Faculty : ▾

*Major :

*Degree :

*Graduation Year : ▾

*GPA / Percentage :

[+ Add Information +](#)

Language Literacy

Language	Speak			Read			Write			<input type="checkbox"/>
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair	
English	<input type="radio"/>	-								
Japanese	<input type="radio"/>	-								
Chinese	<input type="radio"/>	-								

[+ Add Information +](#)

Computer Skill

Skill	Excellent	Good	Fair	<input type="checkbox"/>
Word	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-
Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-
PowerPoint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-
Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	-

[+ Add Information +](#)

OK

Reset

Step 4 : Add Work Experience if more information please Click “Add Information” in that section

Work Experience

* Please input work experience from current company to first company.
Your add information more than 1 item Please click [Add Information](#)

*Company :	<input type="text"/>
*Attended From :	<input type="text" value="=Select="/> Year <input type="text" value="=Select="/> To <input type="text" value="=Select="/> Year <input type="text" value="=Select="/>
*Province :	<input type="text" value="=Select="/> <input type="text" value="=Select="/> District :
Telephone Number :	<input type="text"/> Industry Type : <input type="text" value="=Select="/> <input type="text"/>
*Position :	<input type="text"/> Total number of subordinate : <input type="text"/> people
Immediate Boss :	<input type="text"/> *Start Salary : <input type="text"/> *Last Salary : <input type="text"/>
*Job Duties :	<input type="text"/>
*Resigned Reason :	<input type="text"/>
	Others Benefit : <input type="text"/>

Step 5 : Insert data for Additional information

Activities / Training / Seminar

Year	Subject	Institute	Duration	
=Select= ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+ Add Information +				

Knowledge / Skill

- Have you have your own transport ? Motorcycle Car
- Have you have a driving license ? Motorcycle Car
- *Have you ever been seriously accident or contracted with contagious disease? No Yes, explain fully
- *Have you ever been charged, arrested or convicted of any offense? No Yes, When
- *Have you ever been employed by TUF or any of its subsidiaries? No Yes Year :
- *Would you allow the company to check your criminal background? Accept Decline, causes
- Hobbies, Sports, Interest
- What associations or professional organizations are you a member of and what position do you hold?
- *Please provide any further information about yourself which will allow company to know you better

Reference person

	First name - Last name	Relationship	Telephone Number
1. *Person to notify in case of emergency			
*1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. *Employee reference information			
*1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. *How did you find out about our job application?	*Can select more than one answer		
	<input type="checkbox"/> 1. Walk-In		
	<input type="checkbox"/> 2. Website (Please Specify)	<input type="text"/>	
	<input type="checkbox"/> 3. Newspaper (Please Specify)	<input type="text"/>	
	<input type="checkbox"/> 4. TUF employee referral(Please Specify)	<input type="text"/>	
	<input type="checkbox"/> 5. Other (Please Specify)	<input type="text"/>	

Save

Reset

Step 6 : Please, Validate you're your information if complete display icon is show  but incomplete display icon is show 

Resume



ID : 1749900060344

Member Since : 01-03-2016 00:00:00

Last Update : 08-05-2017 09:18:36





- 1. Photo 
- 2. Personal Information 
- 3. Education Background 
- 4. Work Experience 
- 5. Additional Information 

* Please take a moment to submit your resume and complete the following.