



APPLICATION FORM FOR THE POSITION OF:

Supporter Care Senior Admin

NOTES:

To complete this form, please refer to the "Recruitment Pack "

Do not attach any CV or resume.

Please complete and email this form to jobs.th@greenpeace.org

1. PERSONAL DETAILS

Name:

Address:

Home number:

Mobile number:

Email address:

Date / Place of Birth:

Skype id:

2. PRESENT OR MOST RECENT EMPLOYMENT

Employer's name & address:	Date of employment (FROM-TO) Period of notice required:	CURRENT GROSS SALARY	COMPANY BENEFITS	COMPANY SIZE (total number of staff in organization) and Number of person being managed
Nature of business:				

Position Held:
Duration of contract and type of contract (temporary/permanent) :
Duties and Responsibilities:

3. PREVIOUS EMPLOYMENT						
FROM Month/Year	TO Month/Year	EMPLOYER	POSITION and DESCRIPTION OF DUTIES AND RESPONSIBILITIES	GROSS SALARY	COMPANY BENEFITS	COMPANY SIZE (total number of staff in organization) and number of person being managed

4. EDUCATION/ TRAINING (QUALIFICATIONS/CREDENTIALS/CERTIFICATIONS)		
FORMAL SCHOOL/COURSE	INCLUSIVE DATES	TITLE/DEGREE
TRAINING/SEMINARS	DATES	CERTIFICATION/ QUALIFICATION

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5. HOBBIES/ SPECIAL INTERESTS

Hobbies*:

Special interest*:

(Remark: *The Applicant is not required to fill in this part; however, GPSEA is pleased to know more about you.)

6. SELECTION CRITERIA

Use each of the requirements listed in the job description, qualifications and skills required as a heading and demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment and/or elsewhere. (Use additional sheets if required).

7. HOW DID YOU LEARN ABOUT THIS POSITION? (specify newspaper name, online site, other sources)

8. EXPECTED GROSS SALARY

Kindly indicate your expected gross salary for this position (monthly salary in baht)

9. EMERGENCY CONTACT DETAILS

Name:

Home/Mobile numbers:

Address:

Relationship to the applicant:

10. REFERENCES

Please give details of at least three people, not related to you, who can be approached for references as to your suitability for the position.

Name:	Name:
Address:	Address:
Position/Company:	Position/Company:
How is he/she related to you:	How is he/she related to you :
Telephone No:	Telephone No:
Mobile Phone:	Mobile Phone:
Email Address:	Email Address:

Name:	Name:
Address:	Address
Position/Company:	Position/Company:_____
How is he/she related to you :	How is he/she related to you:
Telephone No:	Telephone No:
Mobile Phone:	Mobile Phone:
Email Address:	Email Address:

11. SHARING YOUR APPLICATION FORM

Occasionally, we share application forms with like-minded organizations who are recruiting /engaging for similar position. Do you give your consent to us to pass on your details or application forms to them?

YES () NO ()

Candidate Acknowledgment

I understand that my completion of an Application does not obligate Greenpeace SEA Foundation. ("GPSEA") to employ me or offer me a job.

By submitting this application, I hereby certify that there are no wilful misrepresentations, omissions, or falsification in the foregoing statements and answers to the questions. I hereby give my consent to GPSEA to obtain and

process my personal information concerning my employment history and to verify any other information given by me pertaining to this application. I understand that completion of this application does not create any contractual obligation between GPSEA and me.

I, the owner of the personal data ("**Data Subject**") wish to register and apply for a job with GPSEA and subject to GPSEA agreeing to hire me, I may work as an employee of GPSEA. The information I provide to GPSEA shall be subject to its Personal Data Protection Policy (for a job applicant and/or employee of GPSEA), I understand that this Policy applies to individuals who wish to apply and submit a job application to join GPSEA and possibly work as a GPSEA employee in the future. I am also aware that this policy is effective from the date following its announcement date.

In GPSEA's Personal Data Protection Policy, the following words have the following defined meanings:

"Personal Data Protection Policy" means the Personal Data Protection Policy of Greenpeace SEA Foundation.

"GPSEA" means Greenpeace SEA Foundation.

"Personal Data" means information about an individual that makes it possible to identify that person, such as first name, address, date of birth, gender, education history, phone number, ID card number, work permit number, etc. This definition includes information about a person that makes it possible to identify that person directly or indirectly.

"Data Subject" means an individual who wishes to apply and submit a job application to join GPSEA and who may work as a GPSEA employee in the future.

Collecting Personal Data and how we collect it

As part of the recruiting or engaging process, GPSEA will collect Personal Data that you submit through our application portal in connection with the creation of a Candidate Profile, including your name, address, telephone number, email address, education and employment history, and any Personal Data included on your resume or other documents that you submit. We may also collect Personal Data through offline methods such as interviews and paper forms. We may ask for information such as gender, race and ethnicity for the purpose of monitoring and reporting on equal opportunity compliance; however, we do not require you to provide this information, and if you provide this information it will not be accessed or used in connection with applicant evaluation or hiring decisions.

In addition to collecting Personal Data directly from you, GPSEA may also collect data from third parties, for example from recruiters or websites etc. but only to the extent permitted by law.

The collection of your Personal Data will be done in accordance with GPSEA's lawful objectives and it shall only collect as much as necessary for the benefit of GPSEA's recruitment and hiring process (if you are hired).

If GPSEA selects your application for further consideration or extends an offer of employment, then GPSEA may collect certain additional Personal Data either directly from you or from third parties, for example in connection with a background check, employment check and/or an employment reference as permitted or required under applicable law. We will only collect information that we deem necessary for the purposes listed in the Policy. As a result, we may not be able to address a request or perform certain tasks related to your recruitment process with GPSEA if we are missing some of this information or if you do not give your consent below.

Further information please see GPSEA's "Personal Data Protection Policy"

☐ I ACKNOWLEDGE AND CONFIRM THAT I HAVE CAREFULLY READ THIS AGREEMENT; UNDERSTAND MY OBLIGATIONS UNDER THIS AGREEMENT; AND AGREE TO IT VOLUNTARILY.

☐ I HEREBY CONSENT TO SUBMIT MY PERSONAL DATA TO GPSEA. I MAKE THIS CONSENT FORM AND GIVE IT TO GPSEA TO RETAIN AS EVIDENCE WITH THE DETAILS UNDER THE "PERSONAL DATA PROTECTION POLICY".

(PLEASE CLICK ☒ FOR ACKNOWLEDGEMENT AND ACCEPTANCE)

I hereby confirm that to the best of my knowledge, the information given on this form is correct.

_____ **(Signature)**

Date of Application:

To help us review your application more efficiently, when electronically sending your application, we advise you use the following format, as shown in the example.

Example:

To: **jobs.th@greenpeace.org**

Subject: **Fundraising Director Juan dela Cruz**

Kindly use **the position** you are applying for **AND your full name** as file name for your application form. (i.e **Fundraising Director Juan dela Cruz**)

Thank you for your application for this position. The review of resumes and applications will take approximately three weeks to complete. Afterward, you will be contacted if we need additional information or wish to schedule a phone or personal interview with you. If you are not contacted, this is the only correspondence that you will receive.

Again, thank you for considering Greenpeace as an employer.