

# Search Associates – Bangkok-Spring 2010 Recruitment Fair

## 19-21 March 2010

### Candidate Information

**To Candidates:** Attendance at this fair is by invitation only. “Checking” interest in the Bangkok-Spring Fair on the Search Associate online application does NOT constitute an invitation. Please see information below for invitation details.

**Venue:** The Westin Grande Sukhumvit  
259 Sukhumvit Road, Bangkok 10110, THAILAND  
Tel.: (from overseas) +66 2 207 8000; Fax: +66 2 651 1080.

**Organizers:** Michael Williams [search@mdwilliams.net](mailto:search@mdwilliams.net) and Harry Deelman [deelman@loxinfo.co.th](mailto:deelman@loxinfo.co.th)

#### Invitation for a Candidate place at the Bangkok Spring 2010 Recruitment Fair

1. **NOTE:** Your place at the Fair is only definite when you have received confirmation from your Search Associate sponsor. Before an invitation to the Bangkok-Spring Fair is issued, candidates need to have registered with Search Associates, **well** in advance of the Fair. All candidates also need to have requested a minimum of four (4) confidential evaluations completed online. These four evaluations/references should include at least three (3) from past or present supervisors and one (1) past or present parent of a student you have taught. These confidential evaluations need to be submitted online by your referees by 5 March. Please be considerate and approach your referees in good time.
2. Candidates registered already with a member of the Search Associates team (Jim Ambrose, Bob Barlas, Marie Bogat, David Cope, Harry Deelman, Sally Gordon, Rob Graham, Gez Hayden, Dexter Lewis, Jessica Magagna, John Magagna, John Ritter, Diane Sherman, Ray Sparks, Melinda Williams, Michael Williams) need to ask their associate sponsor to send them an invitation to attend the Bangkok-Spring 2009 Fair.

**Dates:** 19-21 March 2010

\* Essential attendance from Friday morning, 19 March, to late afternoon on Sunday, 21 March 2010  
**(Please note: attendance is by invitation only).**

\* Registration for Candidates begins on 19 March at 10:00 a.m. All candidates **must** attend the Candidate Meeting at noon on Friday. From 6:30 – 8:30 p.m., there will be an interview sign-up session with recruiters from the international schools. This session will determine your interview schedule for the following two days.

#### **Accommodation / Interview Rooms:**

Candidates are not required to stay at the hotel, but there is a distinct advantage in terms of availability for interviews and "exposure" to the recruiters, all of whom stay at **The Westin Grande Sukhumvit**.

#### **Westin Grande Sukhumvit Hotel Booking (only after you have received a confirmed invitation to this fair):**

\* Bookings must be made using the Westin's online reservation system (the link is provided in the candidate invitation) and early reservations are recommended (December- February).

Cancellations can be made without penalty according to the Westin's arranged date; after which, there is a cancellation fee equivalent to one night's stay.

**Travel:** Make own arrangements early; flights in and out of Thailand can be very busy.

**Visas:** Many participants traveling from overseas will require no visa but, if in doubt, please check with your travel agent and/or nearest Royal Thai embassy / consulate in good time.

## Fair Schedule:

Date	Time	Activity	Comment
<b>19 March Friday</b>	10:00 a.m. – 12:00 noon	Candidate registration	Register, receive packets, review procedures
	12:00 noon – 1:00 p.m.	Candidate meeting	Overview of Fair procedures and protocol
	1:00 p.m. - 6:30 p.m.	School presentations	30 minutes presentations by attending schools
	6:30 p.m. – 8:30 p.m.	Interview sign-up session	Meet with recruiters to arrange interview times
<b>20 March Saturday</b>	8:00 a.m. – 6:00 p.m.	Interviews	Fixed interviews as arranged by recruiters (in hotel rooms or common areas)
	8:00 a.m. – 6:00 p.m.	Presentations	30 minutes presentations by attending schools
	6:30 p.m. – 8:30 p.m.	Reception / social	For all candidates and recruiters (cash bar)
<b>21 March Sunday</b>	8:00 a.m. – 6:00 p.m.	Interviews	Fixed interviews as arranged by recruiters. You may leave when your interviews are completed after checking out with the Search Desk.

**Departure best planned: NOT before Sunday, 21 March 2010, evening**

## Conditions Pertaining to Teacher/Candidates

- Before an invitation to the Bangkok-Spring Fair is issued, candidates need to have registered with Search Associates, **well** in advance of the Fair (recommended before 1 March). All candidates need a minimum of four (4) confidential evaluations, completed online. These four evaluations/references should include at least three (3) from past or present supervisors and one (1) past or present parent of a student you have taught. These confidential evaluations need to be submitted online before 1 March. Please be considerate and approach your referees in good time.
- Candidates registered already with a member of the Search Associates team (Jim Ambrose, Bob Barlas, Marie Bogat, David Cope, Harry Deelman, Sally Gordon, Gez Hayden, Rob Graham, Dexter Lewis, Jessica Magagna, John Magagna, John Ritter, Diane Sherman, Ray Sparks, Melinda Williams, Michael Williams) need to ask approval of their associate to send the candidate an invitation to the Bangkok -Spring Fair.
- If your place has been confirmed, schools may be informed that you are coming, so please do not withdraw.
- Collect your candidate pack on Friday, 19 March, so that you will have plenty of time to study the contents before the Candidate Meeting, the Interview Sign-up Session, the School Presentations, and your Interviews. Candidates who are well prepared stand a far better chance of placement.
- The Candidate Meeting will start at noon, on Friday, 19 March. This is when we will explain how the Fair is organized. Make sure that you have had time to study your Candidate Information before this meeting and are familiar with the schools attending the fair so that you will know which recruiters you need to approach to request interviews at the Interview Sign-up Session (Friday, 19 March, 6:30 p.m.) and which school presentations you would like to attend (19, 20 March). No guarantee can be given that any given Head will interview you, let alone that any job offer(s) might come your way, but part of our function is to help all candidates and all Heads to gain as much as possible from the Fair. **Dress for the Candidate Meeting in business / interview attire.**
- Your word is your bond, both in promising accuracy and honesty in all papers you submit and in all statements you make, and in your response to any job offer(s) made to you.
- Schools will provide candidates with reasonable time to decide upon an offer of employment. Recruiters should give candidates adequate time to consider employment offers. This time should be sufficient for candidates both to reflect on the offer itself, and to complete interviews with other schools, during the recruitment fair. If a candidate so wishes, he or she may accept at any point following an offer being made. Search Associates expects that recruiters will observe the following guidelines, as a matter of professional ethics. When making an offer of employment to a candidate at a Search Associates Recruitment Fair, the recruiter should explain the following:
  - The candidate may be asked by the recruiter to respond to an offer by the published end date and time of the recruitment fair, or within minimum 24 hours of the offer being made, whichever is later
  - Where the candidate intends to attend another recruitment fair within 24 hours of an offer being made, the recruiter may require a decision by midnight of the day before the start of that second recruitment fair.
  - Recruiters may deviate from these standards only to extend the deadline for response beyond the periods stipulated above.

8. Candidates are encouraged to research schools in advance, whenever possible, so that decisions can be made promptly. Recruiters are encouraged to have ample information available in print, including complete sample contracts, to give to candidates to expedite this decision-making.
9. Accepting an invitation to the Bangkok-Spring Fair 2 confirms that - if not paid by you already - you promise to pay the Search Associates office you have registered with, all fees due to cover catering and other services provided by the hotel at this fair. This "Fair costs" fee is waived for candidates who have paid a Search registration fee and for whom this is their first Search Fair. For second or later Search Fairs within a given registration period, an additional charge of US\$50 is requested towards these fair costs. All fees must be paid to your specific sponsoring associate before the Fair. Note: David Cope UK candidates who are not charged a \$200 registration fee will need to pay the \$50.00 fair fee at the fair.
10. **IMPORTANT:** According to the Search Agreement, you must notify the fair organizers and your sponsoring associate **WITHIN SEVEN DAYS or SOONER** of accepting any verbal or written offer of employment, and will ALSO provide the name and location of the school which hired you **THROUGH SEARCH ASSOCIATES or OTHERWISE**. In this way, Search Associates will be immediately aware of the moment when you are no longer an actively searching candidate. In addition, please designate that you are not available on the Search website.

We look forward to welcoming you at the Search Bangkok-Spring Fair.  
Michael D. Williams and Harry Deelman, Senior Associates