

EMPLOYMENT AT THE FATHER RAY FOUNDATION

Each project managed by the Father Ray Foundation will have its own set of guidelines when employing new members of staff in relation to the suitability of the applicant and the environment they are applying to work in.

The Father Ray Foundation employs many people in many different positions.

Staff members include:

1. Managers
2. Accountants
3. Computer Support
4. Administrators
 - Sponsorship team
 - Secretaries
 - Communications
5. Housekeepers
6. Drivers
7. Carers
8. Cooks
9. Gardeners
10. Teachers
11. Health Care Officers
12. Farmers
13. Social Workers
14. Foreign Volunteers



The following guidelines are followed if enquiries are made regarding advertised employment positions:

1. Application form sent to potential applicants
2. Upon receiving completed application form, background and experience is checked by the Human Resources department
3. Interview takes place
4. 180-day probationary period if applicant is successful.

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All projects under the management of the Father Ray Foundation must work within the laws of Thailand in relation to the rules of employment set down by the Thai Department of Labour. Each project must adhere to the following guidelines in relation to dismissal of staff.

- If during the 180-day probationary period the Manager of a project managed by the Father Ray Foundation finds a staff member unsuitable, that staff member will be asked to leave.
- If after the 180-day probationary period and the staff member becomes a full time member of staff, the following steps are taken if the manager of a project managed by the Father Ray Foundation finds the staff member unsuitable due to unreasonable behavior:
 1. Verbal warning is given
 2. Written warning is given
 3. The staff member is asked to leave the Home
- If after the 180-day probationary period and the staff member is seen as unsuitable to work at the Father Ray Foundation for whatever reason, two or three months' salary is paid to the staff member being asked to leave.
- A member of staff who physically or sexually abuses a child or student under the care of the Father Ray Foundation will be instantly dismissed.

