

**EMPLOYMENT CONTRACT FOR MONTHLY-PAID STAFF / TEMPORARY EMPLOYEE  
OF PRINCE OF SONGKLA UNIVERSITY**

This Employment Contract is made on.....Month.....B.E.....at Prince of Songkla University between **Prince of Songkla University**, represented by ..... holding the position of ....., hereinafter referred to as the “**Employer**”, and **Mr./Ms./Mrs.** ..... born on the ..... Month.....B.E....., aged ..... years, residing at House No. ...., Soi.....Road..... Sub-district .....District ....., Province ....., whose spouse’s name is ....., hereinafter referred to as the “**Employee.**”

Both parties hereby agree to enter into this contract with the following terms and conditions:

**Clause 1** The Employer agrees to employ the Employee as a **monthly-paid staff member / temporary employee** in the position of ....., with a monthly salary of ..... Baht in the Office of....., Prince of Songkla University,.....Campus as ☐ Full-time staff.....or ☐ Part-time staff (specify).....or.....year(s) since.....Month.....B.E.....as the first working day onwards in accordance with the regulations governing personnel administration for monthly-paid staff of Prince of Songkla University of the Employer and the Employee agrees that this contract is subject to all applicable rules, regulations, announcements, and orders of Prince of Songkla University relating to employment and personnel administration, which shall be deemed an integral part of this contract.

Upon completion of the employment period under this contract, if the Employer wishes to continue employing the Employee as a monthly-paid staff member or temporary employee in the same or another position, the Employer and the Employee agree to continue this contract which shall be continually effective and shall be abided by both parties based on employment time period, regulations, and conditions determined by the Employer.

**Clause 2** During the term of this contract, the Employee shall perform his/her duties to the best of his/her abilities with honesty, diligence, responsibility, and professional competence, and shall strictly comply with all lawful orders of the Employer related to work performance. The Employee shall not engage in any act against his/her works and shall be legally disciplined based on the present regulations on a monthly-paid staff member / temporary employee of the Employer as well as on the new regulations which shall be later announced and those new law, order, and regulation shall be regarded as parts of this contract.

**Clause 3** In the event that the Employee breaches any provision under Clause 2, or if the Employer determines that the Employee is unable to perform his/her duties, is unfit to continue employment, or engages in serious misconduct, immoral conduct, or conduct that causes damage to the Employer, the Employer shall have the right to immediately terminate this contract and/or any damages take place due to the Employee does not act in compliance with the contract, the Employee agrees to pay for compensations.

**Clause 4** If the Employee is liable to take responsibility for any damages occurred, the Employee shall be liable to financially compensate the Employer for the actual damages incurred.

**Clause 5** Payment under this Agreement shall be made in full within **thirty (30) days** from the date on which the Employer receives the notice from the Employer. In the event that the Employee fails to make payment within the prescribed period or fails to make payment in full, with or without willingness of the Employee, the Employee shall be liable to pay for the interest based on the unpaid amount at the rate prescribed by law.

**Clause 6** In the event that the Employee is liable to pay for the Employer based on this contract, the Employee agrees to let the Employer take from the salary or any money that the Employee shall receive.

**Clause 7** In making this contract, the Employee provides ..... as the one who shall make the guarantee contract for the employment and who shall be liable based on this contract.

This Agreement may be terminated by the Employer in the event that:.....  
.....

This Agreement has been duly executed by both parties, who have read and fully understood its contents, and have agreed to be bound hereby.

This contract is made in three copies with the same statements. Each party has thoroughly read and understood the statements and agree to be bound hereby by signing as evidence in front of witnesses. The Employer shall keep one and the Employee will keep one.

Signed: ..... **Employee**  
(.....)

Signed: ..... **Employer**  
(.....)

Signed: ..... **Witness**  
(.....)

Signed: ..... **Witness**  
(.....)

I .....the spouse of.....agrees to let .....make this contract. The undersigned hereby consent(s):

Signed: ..... **Consenting Party**  
(.....)

Signed: ..... **Witness**  
(.....)

Signed: ..... **Witness**  
(.....)

I hereby certify that I have no spouse (single/spouse passed away/divorced) at the time of making this contract.

Signed: ..... **Employee**  
(.....)

## GUARANTEE AGREEMENT

Made at .....  
On the ..... day of ..... B.E. ....

I, Mr./Mrs./Ms. .... Born on the ..... day of ..... B.E. ...., aged ..... years  
Occupation ..... Residing at House No. ...., Soi ....., Road .....  
Sub-district ....., District ....., Province ....., Spouse's Name. .... Hereby  
agrees to act as **Guarantor** for Mr./Mrs./Ms. .... (the *Employee*), who has entered into an  
employment contract with **Prince of Songkla University**, under the following terms and conditions:

**Clause 1** As.....has made the contract to act as the monthly-paid staff and the temporary  
employee of Prince of Songkla University and has made the contract with Prince of Songkla University on.....  
Month.....B.E..... Having fully understood the significance and legal consequences of this Guarantee Agreement,  
I hereby agree to make the Guarantor Agreement with Prince of Songkla University as follows:

Having fully understood the significance and legal consequences of this Guarantee Agreement, I hereby agree to act as  
**Guarantor** to Prince of Songkla University that if the Employee commits any breach of the said employment contract, whether  
wholly or partially, in any manner whatsoever, and thereby has to pay for compensation to Prince of Songkla University, I agree  
to be jointly liable and to compensate Prince of Songkla University for the amount of money of no more than  
..... Baht that is abided by the contract within the amount of guarantee money of three folds of  
salary for ..... Baht and I shall be liable to take responsibility, based on this contract, until debts along with  
interests as well as damage costs (if any) shall be paid back in full amount except in the event of the Civil and Commercial Code,  
Section 686 paragraph two, paragraph three, and/or any other applicable provisions, or any laws or regulations governing such  
employment.

Prince of Songkla University shall not be entitled to demand payment from me under this Guarantee Agreement  
immediately upon ..... 's breach, without first demanding payment. However, the Guarantor shall be entitled to  
reimburse when debts shall be due.

This Guarantee Agreement shall remain effective **throughout the duration of the Employee's service** as a monthly-  
paid staff and the temporary employee in any position or unit, including any extensions, modifications, or renewals of the  
employment contract, as well as any other conditions relating to employment, remuneration, term, and obligations as stipulated  
by Prince of Songkla University, of which I hereby acknowledge and accept. However, this Guarantee Agreement shall remain in  
force only within the period of employment as specified in Clause 5.

Signed ..... Guarantor

**Clause 2** The Guarantor hereby declares that the assets presented as security are lawfully owned by the Guarantor and are free from any encumbrance, mortgage, pledge, lien, or other third-party rights. Such assets are provided as security to guarantee payment to Prince of Songkla University, as detailed below:

**Lands**

(a) Title Deed No. ...., Survey Page ....., Land Plot No. ...., Area ..... Rai ..... Ngan ..... Square Wah, Located at Sub-district/Ward ....., District/Area ....., Province ....., with an appraised value of ..... Baht.

(b) Title Deed No. ...., Survey Page ....., Land Plot No. ...., Area ..... Rai ..... Ngan ..... Square Wah, Located at Sub-district/Ward ....., District/Area ....., Province ....., with an appraised value of ..... Baht.

**Other Assets**

(a) .....

(b) .....

**Clause 3** The Guarantor undertakes not to dispose of, transfer, mortgage, pledge, lease, or otherwise encumber any of the assets specified in Clause 2 during the term of this Guarantee Agreement, unless prior written consent is obtained from Prince of Songkla University.

**Clause 4** In the event that Prince of Songkla University grants an extension of time for payment under this Guarantee Agreement to ....., and the Guarantor has been informed thereof and does not object, the Guarantor hereby consents to such extension. Such extension shall not be deemed to release or discharge the Guarantor from liability, and the Guarantor shall remain fully liable for the principal amount, interest, and damages (if any), in full.

**Clause 5** The duration of this Guarantee Agreement shall commence on the ..... day of ..... and shall remain effective for the period during which the Employee performs duties as a temporary employee or contract employee of Prince of Songkla University, until the termination of the employment contract. The Guarantor shall not be released from this guarantee until the expiration of the guaranteed period.

The Guarantor has read and fully understood all provisions of this Guarantee Agreement and hereby signs this Agreement on the date first written above, in the presence of witnesses.

Signed ..... **Guarantor**  
(.....)

Signed ..... **Witness**  
(.....)

Signed ..... **Witness**  
(.....)

I, ....., spouse of ....., hereby give my consent to this Guarantee Agreement.

Signed ..... **Consenting Spouse**  
(.....)

Signed ..... **Witness**  
(.....)

Signed ..... **Witness**  
(.....)

I hereby certify that I **do not have a spouse** (single / divorced / spouse deceased) at the time of entering into this Guarantee Agreement.

Signed ..... **Guarantor**  
(.....)

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## Qualifications of the Guarantor

1. The Guarantor shall be a civil servant or permanent employee, or
2. A parent or sibling of the Employee, or
3. A university employee of Prince of Songkla University, holding a civil-service position or a permanent staff position, and having obtained a bachelor's degree or higher, or
4. A permanent employee of Prince of Songkla University or another government agency, with a continuous term of service of not less than five (5) years, or receiving a monthly salary not less than twice that of the Employee, or
5. A civil servant from C1 level or above, or
6. A state enterprise employee from level C or above, or
7. A juristic person with sufficient assets and financial stability, or
8. A bank providing a guarantee.

## DECLARATION OF INTENT REGARDING THE RECEIPT OF SPECIAL ASSISTANCE

*(In the Event of Death of a University Employee or Temporary Employee)*

Written at .....

On the ..... day of ..... B.E. ....

I, Mr./Mrs./Ms. .... ☐ University employee ☐ Temporary employee, Position .....  
.....Affiliated with .....Faculty/Division, Prince of Songkla  
University Hereby make this Declaration of Intent to designate the person entitled to receive special financial assistance, as  
provided under the relevant regulations, in the event of my death occurring during the course of government service or  
employment.

I hereby declare that, upon my death, the person entitled to receive the special assistance, including salary, wages,  
allowances, benefits, and any other related payments, shall be: Name .....  
Relationship .....  
Residing at House No. ...., Village No. ....Sub-district/Ward ....., District/Area .....  
Province ....., Postal Code .....Telephone .....

Signed ..... Declarant  
(.....)

Signed ..... Witness  
(.....)

Signed ..... Witness  
(.....)

Recorded in the employee's personal file / service record

Signed ..... Recording Officer  
(.....)

Date.....

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## RECORD OF AMENDMENT

I hereby revoke the previously submitted Declaration of Intent regarding the designation of the recipient of special  
assistance and submit this amended declaration instead. This declaration is made on ..... to designate .....as  
the recipient of special assistance payable to my heirs in the event of my death occurring during government service or  
employment.

Signed ..... Declarant  
(.....)

Recorded in the employee's personal file / service record

Signed ..... Recording Officer  
(.....)

Date.....