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**PRIBADI & RAHASIA**

**PRIVATE & CONFIDENTIAL**

Pas Foto

3x4

Jabatan yang dilamar : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tanggal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Position applied Date*

**A**

**KETERANGAN-KETERANGAN YANG BERSIFAT PRIBADI**

*PERSONAL PARTICULARS*

Nama Lengkap :

*Fullname*

Jenis Kelamin/*Gender* : 🗌 Laki-laki/*Male* 🗌 Perempuan/*Female*

Tempat Lahir : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tanggal Lahir : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Umur : \_\_\_\_\_\_\_\_

*Place of birth Date of Birth date / month / year Age*

Alamat Sesuai Identitas : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Address (as per ic)*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alamat Domisili : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Domicile Address*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telepon Rumah : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telepon Kantor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telepon Selular: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Home Phone Office Phone Mobile Phone*

Alamat Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Email Address*

Jenis Identitas : 🗌 KTP 🗌 SIM 🗌 Paspor 🗌 Lain-lain

*Type of identity Identity Card Driving License Passport Others*

Nomor Identitas : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. NPWP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Identity Number NPWP No.*

Status Perkawinan : 🗌 Bujang 🗌 Kawin 🗌 Cerai 🗌 Lain-lain

*Marital Status Single Married Divorced Others*

Agama : 🗌 Islam 🗌 Katolik 🗌 Kristen 🗌 Hindu 🗌 Budha 🗌 Lain-lain

*Religion Moslem Catholic Christian Hindu Budhist Others*

Suku Bangsa : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Warga Negara : \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Race Nationality*

Berat : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tinggi : \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Weight Height*

Deskripsi tentang anda yang berkaitan dengan jabatan yang anda lamar

*description about you that related to the applied position*

**B**

**BUTIR-BUTIR KELUARGA**

*FAMILY PARTICULARS*

Nama Ayah : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pekerjaan Ayah : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Father’s name Father’s Occupation*

Alamat Ayah : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Father’s Address*

Tempat Lahir : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tanggal Lahir : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Place of birth Date of Birth date / month / year*

Nama Ibu : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pekerjaan Ibu : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Mother’s name Mother’s Occupation*

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Alamat Ibu : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Father’s Address*

Tempat Lahir : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tanggal Lahir : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Place of birth Date of Birth date / month / year*

|  |
| --- |
| Daftar Saudara kandung termasuk anda (*listing of sibling including you*) |
| **No** | **Nama (*Name*)** | **Jenis Kelamin / *Gender*** | **Tanggal Lahir / *Date of Birth*** | **Hubungan / *Relationship*** | **Pekerjaan / *Occupation*** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

Daftar keluarga inti (*list of nuclear family*)

|  |
| --- |
| Diisi apabila sudah menikah (*fill if already married*) |
| **No** | **Nama (*Name*)** | **Jenis Kelamin / *Gender*** | **Tanggal Lahir / *Date of Birth*** | **Hubungan / *Relationship*** | **Pekerjaan / *Occupation*** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

**C**

**KUALIFIKASI**

*QUALIFICATION*

( Awali dengan kelulusan tertinggi / *start with height qualification* )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Universitas/Sekolah*University / School* | Kota*City* | Periode*Period* | Jurusan*Major* | IPK*GPA* |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**D**

**RIWAYAT PEKERJAAN**

*EMPLOYMENT HISTORY*

( Awali dengan kelulusan tertinggi / *start with height qualification* )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Nama & Alamat Perusahaan*Employer’s Name /Address* | Jabatan yang disandang*Position held* | Lama Bekerja*Year of Service* | Sebab berhenti*Reason for leaving* |
| Dari / *From* | Hingga / *To* |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

**E**

**KETERAMPILAN TAMBAHAN**

*ADDITIONAL SKILL*

Pengetahuan komputer :

*Computer knowledge* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Kemahiran Menyetir : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Driving skills*

Jenis Lisensi : 🗌 SIM A 🗌 SIM C 🗌 Lain-lain None \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Type of license Car license Motorcyle license Others*

Kendaraan yang dimiliki : 🗌 Mobil 🗌 Motor 🗌 Lain-lain None \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Vehicle owned Car Motorcyle Others*

Ketrampilan lain-lain : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Others skills*

**F**

**KEMAMPUAN BERBAHASA**

*LANGUAGE ABILITY*

|  |  |  |  |
| --- | --- | --- | --- |
| No | Jenis (Indonesia, Inggris, Mandarin, dsb)*Type (Indonesia, English, Mandarin, etc.)* | Tahap kefasihan berbicara*Level of fluency in spoken* | Tahap kemahiran penulisan*Level of competency in writing* |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**G**

**PENGHASILAN**

*RENUMERATION*

Gaji pokok sekarang : Rp. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tunjangan lain : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Current basic salary Other allowances*

 🗌 Segera *(Immediately Available)*

Ketersediaan/Kesiapan bergabung : 🗌 Setelah tanggal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Availability after date / month / year*

 🗌 \_\_\_\_\_\_ bulan pemberitahuan

 *Month (s) notice*

Gaji yang diminta : Rp. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dapat dirundingkan : 🗌 Ya/*Yes* 🗌 Tidak/*No*

*Expected salary Negotiable*

Fasilitas yang diminta : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Expected benefit*

**H**

**KETRAMPILAN LAIN**

*OTHER INFORMATION*

Pernahkah anda bekerja dengan perusahaan ini sebelumnya? 🗌 Ya/*Yes* 🗌 Tidak/*No*

*Were you previously employed by this company?*

Jika Ya, Sebutkan Nama Jabatan, Tanggal/Lamanya bekerja dan sebab berhenti

*If Yes, state position held, date/duration of service and reason for leaving*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apakah anda terikat ikatan dinas dengan pihak lain? Jika ya, harap dijelaskan.

*Are you serving any bond with anybody? If yes, please state.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pernahkah anda mengidap suatu penyakit tertentu atau kecelakaan? Jika Ya, harap dijelaskan.

*Have you had any illness or injury? If Yes, please state.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maukah anda melakukan pekerjaan lebih dari jam kerja atau shift terutama pada waktu malam apabila diperlukan?

🗌 Ya/*Yes* 🗌 Tidak/*No*

*Would you be willing to perform overtime or shift duties should the need arises, especially the night shift?*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Apakah anda mempunyai saudara/teman yang bekerja di Perusahaan ini? Jika ya, tuliskan nama, jabatan dan hubungan

*Do you have any relatives/friends working in this company? If yes, please state name, department and relationship.*

**I**

**RUJUKAN**

*REFERENCE*

Nama : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nama : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Nationality*

Jabatan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jabatan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Designation Designation*

Alamat : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alamat : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Address Address*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. Telepon : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. Telepon : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Phone No. Phone No.*

Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Email Email*

**I**

**PERNYATAAN**

*STATEMENT DECLARE*

Saya mengakui bahwa :

* Semua butir dan pernyataan yang tertera dalam formulir ini dan dokumen yang dilampirkan keseluruhannya adalah benar.
* Saya mengerti apabila ada pernyataan saya yagn tidak benar, saya bersedia bertanggung jawab dan dianggap gugur/diberhentikan seketika.

I hereby declare that:

* The particulars in this application form and document attached here to are true.
* I understand if any particulars supplied by me in this form are proved untrue, I am liable to be summarily dismissed.

Tandatangan Pemohon : Tanggal :

*Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Verified by: Approved by :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HCD User

Date : Date: