**Application Form**

(Photo size 3 x 4)

***Formulir Lamaran***

|  |  |
| --- | --- |
| **Position Applied*****Posisi yang dilamar*** |  |

## **PERSONAL DATA**

***DATA PRIBADI***

|  |  |
| --- | --- |
| 1. Full Name

*Nama Lengkap* |  M/F\* *P/W\** |
| 2. Place/Date of Birth*Tempat* /*Tanggal Lahir* |  |
| 3. ID Card Number*No KTP* |  |
| 4. Driving Licenses *SIM* | A. No. B. No. C. No. |
| 5. NPWP |  |
| 6. Email Address *Alamat Email* |  |
| 7. Religion  *Agama*  |  |
| 8. EthnicitySuku Bangsa |  |
| 9. Marital Status*Status Pernikahan*.  |  |
| 10. Current Address (*Alamat Tempat Tinggal* *Saat Ini*) | Home Address (*Alamat Asal*) |
| Home Number: Mobile Phone: *Telepon Rumah Telepon Selular* | Home Number: Mobile Phone:*Telepon Rumah Telepon Selular*  |
| Status: Own / Parents / Contract, Board \* Milik Sendiri / Milik Orang Tua / Kontrak, Sewa \* | Status: Own / Parents / Contract, Board \* Milik Sendiri / Milik Orang Tua / Kontrak, Sewa \* |

\*) Choose the item by delete the others!

 *Pilih salah satu item dengan menghapus pilihan lainnya!*

## **FAMILY BACKGROUND**

***LATAR BELAKANG KELUARGA***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Relation*****Hubungan***  | **Name*****Nama*** | **Birthday*****Tgl Lahir*** | **Latest Education*****Pendidikan Terakhir*** | **Current Job*****Pekerjaan*** |
| Spouse*Pasangan* |  |  |  |  |
| Children 1 |  |  |  |  |
| *Anak*  2 |  |  |  |  |
|  3 |  |  |  |  |
|  4  |  |  |  |  |

|  |
| --- |
| 2. Family Tree, Including You (*Susunan Keluarga, Termasuk Anda*) |
| **Relation*****Hubungan***  | **Name*****Nama*** | **Birthday*****Tgl Lahir*** | **Latest Education*****Pendidikan Terakhir*** | **Current Job*****Pekerjaan*** |
| Father*Ayah* |  |  |  |  |
| Mother*Ibu* |  |  |  |  |
| Brothers/Sisters 1 |  |  |  |  |
|  *Saudara*  2  |  |  |  |  |
|  3 |  |  |  |  |
|  4 |  |  |  |  |
|  5  |  |  |  |  |

## **EDUCATIONAL BACKGROUND AND LANGUANGE COMPETENSCIES**

***LATAR BELAKANG PENDIDIKAN DAN KEMAMPUAN BERBAHASA***

1. Formal Education

 *Pendidikan Formal*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Level*****Tingkat*** | **School/University*****Sekolah/Perguruan Tinggi*** | **Major*****Jurusan*** | **From Month/Year*****Dari Bulan/Tahun*** | **Until Month/Year*****Sampai******Bulan/Tahun*** | **GPA*****IPK*** |
| High School*SLTA* |  |  |  |  |  |
| Diploma*Diploma* |  |  |  |  |  |
| Bachelor*S1*  |  |  |  |  |  |
| Master*S2* |  |  |  |  |  |
| 2. Non Formal Education (Include Course, Training, Seminar, etc) *Pendidikan Non Formal (termasuk Kursus, Pelatihan, Seminar, Lokakarya,dll)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Cource or Training*****Nama Kursus atau Pelatihan*** | **Held by*****Penyelenggara*** | **dd/mm/yy*****tgl/bln/thn*** | **Notes*****Keterangan*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

3. Please give checklist (√) based on your language competencies *Mohon berikan tanda checklist (√) sesuai dengan kemampuan berbahasa Anda* |
| **Foreign Language Competencies*****Bahasa asing yang dikuasai*** | **Spoken*****Lisan*** | **Written*****Tulisan*** |
| English*Bahasa Inggris* | **□ Active □ Passive**  | **□ Active □ Passive**  |
| Language …………Bahasa ……………. | **□ Active □ Passive** | **□ Active □ Passive** |
| Language …………Bahasa ……………. | **□ Active □ Passive**  | **□ Active □ Passive** |

## **ORGANIZATIONAL BACKGROUND AND ACHIEVEMENTS**

***LATAR BELAKANG ORGANISASI DAN PRESTASI***

1. Social Activity

 *Aktivitas Sosial*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Organization*****Nama Organisasi*** | **Field of Organization*****Bidang*** | **Attendance Period*****Periode Kepesertaan*** | **Notes*****Keterangan*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

2. Awards

 *Penghargaan*

|  |  |  |
| --- | --- | --- |
| **Achievements*****Prestasi*** | **Year*****Tahun*** | **Notes*****Keterangan*** |
|  |  |  |
|  |  |  |
|  |  |  |

## **WORKING EXPERIENCE**

## ***PENGALAMAN KERJA***

1. Please fill it descending, from your current/latest employment!

 *Mohon isi dimulai dari pekerjaan terakhir!*

|  |  |
| --- | --- |
| **1. Company name*****Nama Perusahaan*** |  |
| **Company Field*****Bergerak di Bidang*** |  |
| **Position*****Jabatan*** |  |  |  |
| **From (mm/yy) – Until (mm/yy):*****Dari (Bln/Thn) – Sampai (Bln/ Thn)***  |  |
| **Job Description*****Gambaran Pekerjaan*** |  |
| Please describe your current position in organizational chart! **ORGANIZATION CHART***Mohon gambarkan posisi Anda saat ini dalam struktur organisasi!* ***STRUKTUR ORGANISASI*** |
| **2. Company name*****Nama Perusahaan*** |  |
| **Company Field*****Bergerak di Bidang*** |  |
| **Position*****Jabatan*** |  | **Sallary:*****Gaji*** |  |
| **From (mm/yy) – Until (mm/yy):*****Dari (Bln/Thn) – Sampai (Bln/ Thn)*:** |  |
| **Reason to Leave** ***Alasan Berhenti*** |  |
| **3. Company name*****Nama Perusahaan*** |  |
| **Company Field*****Bergerak di Bidang*** |  |
| **Position*****Jabatan*** |  | **Sallary:*****Gaji*** |  |
| **From (mm/yy) – Until (mm/yy):*****Dari (Bln/Thn) – Sampai (Bln/ Thn)*** |  |
| **Reason to Leave** ***Alasan Berhenti*** |  |

Note: You may add your work history by copy the box above and paste below!

*Catatan: Anda dapat menambahkan riwayat pekerjaan Anda dengan membuat kotak yang baru di bawahnya!*

2. Please mention your former supervisors during your work history above!

 *Sebutkan orang-orang yang pernah menjadi atasan dalam karier Anda dalam perusahaan di atas!*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name*Nama* | Position*Jabatan* | Company*Perusahaan* | Contact Number*Nomor Kontak* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

3. Have you ever made innovation or change during your work history? Please explain!

 *Pernahkah Anda melakukan pembaharuan / perubahan selama Anda bekerja? Jelaskan!*

|  |
| --- |
|  |

## **MEDICAL HISTORY**

***RIWAYAT KESEHATAN***

1. Please give checklist (√) and notes, based on your Medical history!

 *Silahkan berikan tanda checklist (√) dan keterangan sesuai dengan riwayat kesehatan Anda!*

|  |  |  |  |
| --- | --- | --- | --- |
| **√** | **Diseases*****Penyakit*** | **Has been hospitalized at (dd/mm/yy)*****Pernah dirawat pada (tgl/bln/thn)*** | **Notes*****Keterangan*** |
| □ | Heart disease*Jantung* |  |  |
| □ | Hypertension*Hipertensi* |  |  |
| □ | Diabetes*Diabetes* |  |  |
| □ | Hepatitis*Hepatitis* |  |  |
| □ | Cancer*Kanker* |  |  |
| □ | TBC*TBC* |  |  |
| □ | Asthma*Asma* |  |  |
| □ | AIDS*AIDS* |  |  |
| □ | Other Diseases*Penyakit lainnya* |  |  |

## **REFERENCES**

***REFERENSI***

1. Please give names of colleagues for your references!

 *Silahkan tulis nama kerabat untuk referensi anda!*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** ***Nama*** |  | **Phone Number*****No Telepon*** |  |
| **Position*****Jabatan*** |  | **Company*****Perusahaan*** |  |
| **Relation*****Hubungan*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** ***Nama*** |  | **Phone Number*****No Telepon*** |  |
| **Position*****Jabatan*** |  | **Company*****Perusahaan*** |  |
| **Relation*****Hubungan*** |  |

2. Please give names we can contact in an emergency situation!

 *Silahkan tulis nama orang yang dapat dihubungi segera dalam keadaan mendesak/darurat!*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** ***Nama*** |  | **Name*****Name*** |  |
| **Relation*****Hubungan*** |  | **Relation*****Hubungan*** |  |
| **Phone Number*****No. Telepon*** |  | **Phone Number*****No Telepon*** |  |

## **OTHERS**

***LAIN-LAIN***

1. Please give checklist (√) and notes, based on your availability!

 *Silahkan berikan tanda checklist (√) dan keterangan sesuai dengan kesediaan Anda!*

|  |  |  |
| --- | --- | --- |
| **√** | **Your Availability on:*****Kesediaan Anda perihal*** | **Notes*****Keterangan*** |
| □ | To Relocated in other city*Ditempatkan di kota lain* |  |
| □ | To do business trip*Melakukan perjalanan dinas* |  |
| Do you have any relatives working in PT. Karunia Jasindo? Please State!*Apakah Anda memiliki keluarga, kerabat, atau teman yang bekerja di PT. Karunia Jasindo? Sebutkan!* |  |
| Have you applied for any employment in PT. Karunia Jasindo before? If yes, when and what position?*Apakah Anda pernah melamar ke PT. Karunia Jasindo sebelumnya? Jika ya, kapan dan untuk posisi apa?* |  |
| Have you ever officially engaged with Police Department in relation to criminal issue, court of justice or civil cases?*Apakah Anda pernah terlibat dengan pihak Kepolisian berkaitan dengan isu pelanggaran kriminal, persidangan atau pelanggaran perdata?* |  |
| Are you holding directorship or any other appointment in another company?*Apakah Anda memiliki kepemilikan atau keterikatan dengan perusahaan lain?* |  |
| If you are accepted, when you can start working?*Jika Anda diterima, kapan Anda dapat mulai bekerja?* |  |

## **REMUNERATION PACKAGE**

***PAKET REMUNERASI***

1. Please fill this section with true fact as stated on your salary slip or contract agreement!

 *Silahkan isi bagian ini sesuai dengan fakta yang tercatat pada slip gaji atau kontrak kerja anda!*

|  |  |  |
| --- | --- | --- |
| **Component of Salary*****Komponen Gaji*** | **Current*****Saat ini*** | **Expectation*****Yang diharapkan*** |
| Basic Salary*Gaji Pokok*  | NET. Rp. | NET. Rp. |
| Company car*Fasilitas Kendaraan* |  |  |
| Allowance: Meal*Tunjangan* *Makan Siang* |  |  |
|  Transport  *Transportasi*  |  |  |
|  Medical *Kesehatan*  |  |  |
|  Holiday  *THR* |  |  |
|  Other  *Lain-lain*  |  |  |
| Bonus*Bonus*  |  |  |
| Others*Lain-lain* |  |  |

I declare that all information given herein is true and correct. I understand that any misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company’s service if I have been employed.

*Dengan ini Saya menyatakan bahwa semua data yang Saya tuliskan diatas adalah benar. Saya menyadari bahwa ketidakjujuran mengenai data-data di atas dapat mengakibatkan pembatalan atau pemutusan hubungan kerja dari pihak perusahaan.*

 \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature and name

 (\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )