**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. Ethnicity  Suku 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

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