# Employee Order Form

This form is submitted to HR by HOD and approved by GM  
Formulir ini diajukan kepada HR oleh Kepala Departemen (HOD) dan disetujui oleh General Manager (GM)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section | Field | | | Details |
| Department Information | Department  *Departemen* | | | {Department} |
| Position Requested  *Jabatan yang Diminta* | | | {Position} |
| Number of Vacancies *Jumlah Lowongan* | | | {Number of Vacancies} |
| Reason for Request | {op1} | New Position  Posisi Baru | | |
| {op2} | Replacement (Name of employee being replaced):  *Penggantian (Nama karyawan yang digantikan* | | |
| {op3} | Other (Please specify)  *Lainnya. Silakan spesifikasikan {if choose others, please specify}* | | |
| Job Description | Main Responsibilities  *Tanggung Jawab Utama* | | | 1. {Responsibility 1} |
| 1. {Responsibility 2} |
| 1. {Responsibility 3} |
| Required Qualifications  *Kualifikasi yang Diperlukan* | | | |
| Education  *Pendidikan* | | | {Education} |
| Experience  *Pengalaman* | | | {Experience} |
| Skills  *Keterampilan* | | | {Skills} |
| Requested Start Date *Tanggal Mulai yang Diminta* | | | {Requested Start Date} |
| Requested by. | | | Approved by, | |
| {Request Name} | | | {Approved Name} | |
| {Request Date} | | | {Approved Date} | |