${foto\_profil}

**FORM APLIKASI KANDIDAT KARYAWAN**

(APPLICATION FORM)

*(*Isilah Form ini dengan lengkap dan data yang benar. Isilah dengan huruf balok.

*Please fill the form completely with valid data & use the capital letter )*

1. **DATA DIRI KANDIDAT KARYAWAN (*PERSONAL DATA*)**

|  |  |
| --- | --- |
| **Nama Lengkap (*Full Name)*** | ${full\_name} (${jk}) |
| **Tempat / Tgl & thn Lahir**  ***(Place & Date of Birth)*** | ${place\_birth}/${date\_birth} |
| **Alamat sesuai KTP & Kode Pos**  ***(Permanent Address)*** | ${address\_ktp} |
| **Alamat sekarang & Kode Pos**  ***(Permanent Address)*** | ${address\_now} |
| **Telepon & HP *(Phone)*** | ${phone} |
| **Alamat E-mail *(E-mail Address)*** | ${email} |
| **Alamat Tinggal Orang Tua& Kode**  **Pos *(Parents Permanent Address)*** | ${parents\_address} |
| **Agama *(Religion)*** | ${religion} |
| **No KTP/Passport *(ID/Passport Number)*** | ${no\_ktp} **Blood Type** :${blood\_type} |
| **Status Pernikahan (M*arital Status)*** | *(pilih salah satu / please choose one)*  ${c1} Belum menikah /*single*  ${c2} Menikah*/ married* sejak tanggal ${married\_since\_date}  ${c3} Janda- Duda/w*iddower-widdow* sejak tanggal ${deforce\_since\_date} |
| **No. BPJS** | **Kesehatan :** ${bpjs\_health} **Ketenagakerjaan :** ${bpjs\_work} |
| **No. NPWP** | ${npwp} **No. SIM*(License Number)*** *:* ${sim} **Expired** *:${sim\_expired\_date}* |
| **Sumber Informasi Lowongan**  ***(Job Vacancy Information)*** | ${information} |

1. **DATA KELUARGA *(FAMILY MEMBER)***

**Data Tanggungan(Suami/Istri jika sudah menikah)/ *(Dependent Data)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HUBUGAN KELUARGA**  ***(Relationship)*** | **NAMA**  ***(Name)*** | **L/P**  ***(M/F)*** | **TEMPAT/TGL LAHIR**  ***(Place/Date of Birth)*** | **PENDIDIKAN**  ***(Education)*** | **PEKERJAAN (*Occupation)*** |
| **Suami / Istri *(Spouse)*** | ${couple} | ${jkt} | ${pdob} | ${edu} | ${work} |
| **Anak ke 1*(Children)*** | ${child1} | ${jkt1} | ${pdob1} | ${edu1} | ${work1} |
| **Anak ke 2 (*Children)*** | ${child2} | ${jkt2} | ${pdob2} | ${edu2} | ${work2} |
| **Anak ke 3 (*Children)*** | ${child3} | ${jkt3} | ${pdob3} | ${edu3} | ${work3} |
| **Anak ke 4 (*Children)*** | ${child4} | ${jkt4} | ${pdob4} | ${edu4} | ${work4} |

**Anggota keluarga yang dapat dihubungi dalam keadaaan darurat *(Emergency Information Data)*:**

Nama (N*ame)* : ${emercontact} Hubungan dengan Anda *(Relationship)* : ${emerrelation}

Alamat : ${emeraddress\_contact}

***(Adress)***

Telp *(Phone Number)* : ${emerphone\_contact}

**Susunan keluarga, termasuk anda *(please describe your family member include yourself)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HUBUGAN KELUARGA**  **(*Relationship)*** | **NAMA**  ***(Name)*** | **L/P**  ***(M/F)*** | **TEMPAT/TGL LAHIR**  ***(Place/Date of Birth)*** | **PENDIDIKAN**  ***(Education)*** | **PEKERJAAN**  ***(Occupation)*** |
| **Ayah *(Father)*** | ${father} | ${jkf} | ${pdobf} | ${eduf} | ${workf} |
| **Ibu *(Mother)*** | ${mother} | ${jkm} | ${pdobm} | ${edum} | ${workm} |
| **Anak kandung ke 1**  ***(Siblings number 1)*** | ${kid1} | ${jkk1} | ${pdobk1} | ${eduk1} | ${workk1} |
| **Anak kandung ke 2**  ***(Siblings number 2)*** | ${kid2} | ${jkk2} | ${pdobk2} | ${eduk2} | ${workk2} |
| **Anak kandung ke 3**  ***(Siblings number 3)*** | ${kid3} | ${jkk3} | ${pdobk3} | ${eduk3} | ${workk3} |
| **Anak kandung ke 4**  ***(Siblings number 4)*** | ${kid4} | ${jkk4} | ${pdobk4} | ${eduk4} | ${workk4} |

**Sebutkan nama 2 anggota keluarga & 2 teman anda yang dapat kami hubungi *(please mention your contact person)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **KETERANGAN**  ***(Notes)*** | **NAMA**  ***(Name)*** | **L/P**  ***(M/F)*** | **Alamat**  ***(Address)*** | **NO TELEPON**  ***(Phone No)*** | **HUBUNGAN**  ***(Relationship)*** | **PEKERJAAN**  **(*Occupation)*** |
| **Keluarga 1**  ***(Family 1)*** | ${contact1} | ${jkc1} | ${address\_contact1} | ${phone\_contact1} | ${relation1} | ${workc1} |
| **Keluarga 2**  ***(Family 2)*** | ${contact2} | ${jkc2} | ${address\_contact2} | ${phone\_contact2} | ${relation2} | ${workc2} |
| **Teman 1**  ***(Friend 1)*** | ${contact3} | ${jkc3} | ${address\_contact3} | ${phone\_contact3} | ${relation3} | ${workc3} |
| **Teman 2**  ***(Friend 2)*** | ${contact4} | ${jkc4} | ${address\_contact4} | ${phone\_contact4} | ${relation4} | ${workc4} |

1. **RIWAYAT PENDIDIKAN/ *EDUCATIONAL BACKGROUND***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JENJANG PENDIDIKAN**  ***(Level of Education)*** | **NAMA SEKOLAH**  ***(Institution)*** | **PERIODE *(Period)*** | **JURUSAN *(Major)*** | **PERINGKAT**  ***(Grade)*** |
| Sekolah Menengah Atas (*High*  *School)* | ${sma} | ${psma} | ${msma} | ${gsma} |
| Diploma *(Diplome)* | ${diploma} | ${pdiploma} | ${mdiploma} | ${gdiploma} |
| Universitas *(University)* | ${universitas} | ${puniversitas} | ${muniversitas} | ${guniversitas} |
| Master *(Master Degree)* | ${master} | ${pmaster} | ${mmaster} | ${gmaster} |

1. **PENGALAMAN ORGANISASI/ *ORGANIZATIONAL EXPERIENCE***

|  |  |  |
| --- | --- | --- |
| **NAMA ORGANISASI**  ***(Organization)*** | **JABATAN DI DALAM ORGANISASI**  ***(Title in Organization)*** | **PERIODE MENJABAT**  ***(Period)*** |
| ${organization1} | ${titleorganization1} | ${periodorganization1} |
| ${organization2} | ${titleorganization2} | ${periodorganization2} |
| ${organization3} | ${titleorganization3} | ${periodorganization3} |

1. **PENGALAMAN KURSUS & TRAINING/ *TRAINING & COURSES EXPERIENCE***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **NAMA TRAINING**  ***(Training & Course)*** | **TAHUN**  ***(Year)*** | **PENYELENGGARA**  ***(Held by)*** | **PERINGKAT**  ***(Grade)*** |
| 1 | ${course1} | ${cyear1} | ${held1} | ${gc1} |
| 2 | ${course2} | ${cyear2} | ${held2} | ${gc2} |
| 3 | ${course3} | ${cyear3} | ${held3} | ${gc3} |

1. **BAHASA ASING YANG DIKUASAI (Baik Sekali, Baik, Cukup, Kurang)/*LANGUAGE(excellent,good,poor)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***NO*** | ***JENIS BAHASA***  ***(Language)*** | ***MENDENGAR***  ***(Listening)*** | ***MEMBACA***  ***(Reading)*** | ***BERBICARA***  ***(Speaking)*** | ***MENULIS***  ***(Written)*** |
| 1 | ${bahasa1} | ${listen1} | ${read1} | ${speak1} | ${written1} |
| 2 | ${bahasa2} | ${listen2} | ${read2} | ${speak2} | ${written2} |
| 3 | ${bahasa3} | ${listen3} | ${read3} | ${speak3} | ${written3} |

1. **KETERAMPILAN KOMPUTER (Baik Sekali, Baik, Cukup, Kurang) / *Computer Skill (excellent, good, poor)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Ms. Word | ${skill1} | **5** | ZWCAD | ${skill5} |
| 2 | Ms. Excel | ${skill2} | **6** | Photoshop/CorelDRAW | ${skill6} |
| 3 | Ms. Powerpoint | ${skill3} | **7** | ${nama\_skill7} | ${skill7} |
| 4 | AutoCAD | ${skill4} | **8** | ${nama\_skill8} | ${skill8} |