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|  | **FORM CHECKLIST KELENGKAPAN DATA CALON KARYAWAN** | Doc. No : |

Nama Kandidat : Dept :

Mulai

Posisi : Bekerja :

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| **No** | **Nama Dokumen** | **Ketersediaan**  **(Beri tanda )** | | **Keterangan** |
| Ada | Tidak  Ada |
| 1 | Surat Lamaran Kerja / CV |  |  |  |
| 2 | Form Interview |  |  |  |
| 3 | Formulir Aplikasi |  |  |  |
| 4 | Foto |  |  |  |
| 5 | KTP |  |  |  |
| 6 | NPWP |  |  |  |
| 7 | Kartu BPJS Perusahaan Sebelumnya |  |  |  |
| 8 | Fotokopi Kartu Keluarga & Surat nikah (bagi yang  sudah menikah) |  |  |  |
| 9 | Fotokopi Rekening Bank (halaman depan) |  |  |  |
| 10 | Ijasah Terakhir |  |  |  |
| 11 | Transkrip Nilai |  |  |  |
| 12 | Surat Referensi Kerja |  |  |  |
|  | …………………………………………………………. |  |  |  |
|  | …………………………………………………………. |  |  |  |
|  | …………………………………………………………. |  |  |  |
| 13 | Sertifikat[Sertifikat |  |  |  |
|  | …………………………………………………………. |  |  |  |
|  | …………………………………………………………. |  |  |  |
|  | …………………………………………………………. |  |  |  |
| 14 | Hasil Psikotest |  |  |  |
|  | …………………………………………………………. |  |  |  |
|  | …………………………………………………………. |  |  |  |
|  | …………………………………………………………. |  |  |  |
| 15 | Data lainnya |  |  |  |
|  | …………………………………………………………. |  |  |  |
|  | …………………………………………………………. |  |  |  |
| 16 | Form Permintaan Tenaga Kerja |  |  |  |
| 17 | Job Description |  |  |  |
| 18 | Struktur Organisasi |  |  |  |

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| Diserahkan Oleh, | Diterima Oleh, |
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