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| FRM-HR-REC-01 |
| REV : 11/2016 |

**Posisi Yang Dilamar** :

*Apply For Position*

1. **Nama Lengkap sesuai KTP** :

*Full name based on ID*

1. **Tempat/Tanggal Lahir** :

*Place, Date, and Birth*

1. **Alamat Surat-menyurat** :

*Mailing Address*

1. **Alamat Tetap (Sesuai KTP)** :

*Permanent Address*

1. **Email** :

*Email*

1. **Telepon Rumah** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Home Phone Number*

**Telepon Kantor** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Office Phone Number*

1. **Telepon Seluler :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Hand phone Number*

**Telepon Orang Tua** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parents Phone Number*

1. **Agama** *: Religion*

**Status Perkawinan :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Marital Status*

1. **Jenis Kelamin** : **Pria (Male)

**No. BPJS Ketenagakerjaan** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Sex *Wanita (Female)

*BPJS Ketenagakerjaan number*

1. **No. KTP \*)** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*ID Card Number*

**Tanggal Kadaluarsa KTP :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*ID Expired Date*

1. **No. NPWP** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*NPWP Number*

**Hobi** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Hobby*

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| **Nama** *Name* | **Jenis Kelamin** *Sex* | | **Tempat & Tgl. Lahir** *Place & Date of Birth* | **Pendidikan** *Education* | **Pengalaman Kerja** *Working Experience* | |
| **Perusahaan** *Employee* | **Jabatan** *Position* |
| **Ayah** / *Father* | | | | | | |
|  | | L |  |  |  |  |
| **Ibu** / *Mother* | | | | | | |
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| **Saudara Kandung** / *Brother or Sister* | | | | | | |
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| **Nama** *Name* | **Jenis Kelamin** *Sex* | **Tempat & Tgl. Lahir** *Place & Date of Birth* | **Pendidikan** *Education* | **Pengalaman Kerja** *Working Experience* | |
| **Perusahaan** *Employee* | **Jabatan** *Position* |
| **Suami / Istri** / *Spouse* | | | | | |
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| **Anak /** *Children* | | | | | |
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| **Keluarga Yang Dapat Dihubungi Dalam Kondisi Darurat \*)** *Family member to contact in case of emergency condition* | | |
| **Nama** Name | **Hubungan** Relation | **Telp.** Phone |
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| **Pendidikan Formal**  *Formal Education* | **Nama & Lokasi**  *Name & Location* | **Jurusan**  *Major* | **Tahun Pendidikan**  *Year Of Education* | | **IPK**  *GPA* |
| **Dari** /*from* | **Sampai** / *to* |
| **SMA /** *Senior High School* |  |  |  |  |  |
| **Akademi (D3)**  *Academic School* |  |  |  |  |  |
| **Sarjana (S1)**  *Under Graduate School* |  |  |  |  |  |
| **Pasca Sarjana (S2)**  *Graduate School* |  |  |  |  |  |

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| **Pendidikan Non Formal / Kursus / Training / Seminar**  *Non Formal Education / Courses / Training / Seminar* | **Bulan / Tahun**  *Month / Year* | **Diselenggarakan Oleh**  *Conduct By* |
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| **Bahasa \*\*)** *Language* | **Lisan** / *Oral* | | | **Tulisan** / *Written* | | |
| **Baik** *Good* | **Cukup** *Fair* | **Kurang** Poor | **Baik** *Good* | **Cukup** *Fair* | **Kurang** Poor |
| 1. Inggris / English |  |  |  |  |  |  |
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| **Program / Software Computer \*\*)** *Computer Software* | **Baik** *Good* | **Cukup** *Fair* | **Kurang** Poor |
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| **Keterampilan Lain Yang Sesuai Dengan Pekerjaan \*\*)**  *Other Skill Related To Job* | **Baik** *Good* | **Cukup** *Fair* | **Kurang** Poor |
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| **Pengetahuan Tentang Aplikasi & Pengembangan WEB \*\*)**  WEB Application & Development knowledge | **Baik** *Good* | **Cukup** *Fair* | **Kurang** Poor |
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| **RIWAYAT PEKERJAAN (MULAI DARI PEKERJAAN YANG TERAKHIR)** *EMPLOYMENT HISTORY (STARTING FROM THE CURRENT)* | | | | |
| 1 | **Bulan & Tahun** *Month & Year* |  | **Nama Perusahaan** *Employer* |  |
| **Proyek** *Project* |  | **Pemilik Proyek** *Project Owner* |  |
| **Jabatan** *Position* |  | **Atasan Langsung** *Superior* |  |
| **Gaji + Tunjangan** *Salary + Benefit* |  | **Alasan Keluar** *Reason For Leaving* |  |
| **Uraian Tugas & Tanggung jawab** *Role & Responsibility* | | **Gambarkan Posisi Anda dlm Struktur Org. Perusahaan** *Show Your Position in Company Organization Structure* | |
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| 2 | **Bulan & Tahun** *Month & Year* |  | **Nama Perusahaan** *Employer* |  |
| **Proyek** *Project* |  | **Pemilik Proyek** *Project Owner* |  |
| **Jabatan** *Position* |  | **Atasan Langsung** *Superior* |  |
| **Gaji + Tunjangan** *Salary + Benefit* |  | **Alasan Keluar** *Reason For Leaving* |  |
| **Uraian Tugas & Tanggung jawab** *Role & Responsibility* | | **Gambarkan Posisi Anda dlm Struktur Org. Perusahaan** *Show Your Position in Company Organization Structure* | |
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| 3 | **Bulan & Tahun** *Month & Year* |  | **Nama Perusahaan** *Employer* |  |
| **Proyek** *Project* |  | **Pemilik Proyek** *Project Owner* |  |
| **Jabatan** *Position* |  | **Atasan Langsung** *Superior* |  |
| **Gaji + Tunjangan** *Salary + Benefit* |  | **Alasan Keluar** *Reason For Leaving* |  |
| **Uraian Tugas & Tanggung jawab** *Role & Responsibility* | | **Gambarkan Posisi Anda dlm Struktur Org. Perusahaan** *Show Your Position in Company Organization Structure* | |
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| 4 | **Bulan & Tahun** *Month & Year* |  | **Nama Perusahaan** *Employer* |  |
| **Proyek** *Project* |  | **Pemilik Proyek** *Project Owner* |  |
| **Jabatan** *Position* |  | **Atasan Langsung** *Superior* |  |
| **Gaji + Tunjangan** *Salary + Benefit* |  | **Alasan Keluar** *Reason For Leaving* |  |
| **Uraian Tugas & Tanggung jawab** *Role & Responsibility* | | **Gambarkan Posisi Anda dlm Struktur Org. Perusahaan** *Show Your Position in Company Organization Structure* | |
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| **PRIBADI ANDA** / *YOUR PERSONALITY* | |
| **Menurut Anda (atau komentar teman / atasan / bawahan / pasangan Anda), apa kelebihan dan kekurangan pada diri Anda? Sebutkan masing-masing 5 item**. *(What is your strength and weakness? Please state 5 items).* | **Kelebihan** *(Strength)* |
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| **Kelemahan** *(Weakness)* |
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| **Ceritakan salah satu kesuksesan & kegagalan dalam bekerja yang pernah Anda alami.** *(Please explain your achievement and failure in job).* | **Kesuksesan** *(Achievement)* |
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| **Kegagalan** *(Failure)* |
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| **Menurut pendapat Anda, persyaratan apa yang harus dimiliki untuk menduduki posisi yang Anda lamar sekarang?**  *(What do you think as the qualification required for the job applied)*   * + **Kepemimpinan** *(managerial skill)*   + **Teknis** *(technical skill)*   + **Sikap kerja** *(attitude)* | **Kepemimpinan** *(Managerial Skill)* |
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| **Teknis** *(Technical Skill)* |
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| **Sikap kerja** *(Attitude)* |
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| **PRIBADI ANDA** / *YOUR PERSONALITY \*\*)* | | | | | |
| **Siapakah Anda?**  *Who are you?* | | | **Pengambil Keputusan** *(Decision Maker)* | | |
| **Pemecah Masalah** *(Problem Solver)* | | |
| **Penganalisa Masalah** *(Problem Analyst)* | | |
| **REFERENSI [Kepada siapa kami dapat menanyakan mengenai diri Anda lebih lengkap, selain saudara Anda] \*)** *REFRENCES [To whom, not your family, we can ask about your academic or professional performance]* | | | | | | | |
| **Nama** Name | | **Telp.** Phone | **Hubungan** Relation | | **Jabatan** *Occupation* | ***Nama Perusahaan / Instansi*** *Company / Institution’s Name* | |
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| **KETERANGAN TAMBAHAN** / *ADDITIONAL INFORMATION \*\*)* | |
| **Apakah Anda pernah melamar di perusahaan ini sebelumnya?  Kapan dan sebagai apa?** *(Have you ever applied to our company before? When and what was the position?)* | YA / *yes* TIDAK / *no* |
| **Apakah Anda terikat dengan perusahaan lain saat ini? \*)** *(Are you currently engaged in other company?)* | YA / *yes* TIDAK / *no* |
| **Apakah Anda mempunyai teman/saudara yang bekerja disini  di group/perusahaan ini? Sebutkan nama dan hubungannya. \*)** *(Do you have any family or friend working for this company?  Please, mention his/her name and your relationship with him/her)* | YA / Yes  Nama/*Name* :  Posisi/*Position* :  TIDAK / *no* |
| **Bila diterima, bersediakah Anda bertugas diluar Jakarta? \*)** *(Are you willing to be posted out of Jakarta?)* | YA / *yes* TIDAK / no |
| **Jenis pekerjaan apa yang Anda sukai?** *(What kind job do you prefer?)* | **Kantor** *(office)*  **Lapangan** *(field)*  **Sendiri** *(individual*)  **Kelompok** *(team)* |
| **Bila diterima, berapa gaji dan fasilitas apa yang Anda harapkan? \*)** *(How much is your salary expectation?)* | Gaji/*Salary* : Rp.  Fasilitas/*Benefits:* |
| **Dapat ditawar atau tidak? \*)**  *(Negotiable or Not)* | YA/*Yes* TIDAK/*No*  Jika YA, ditawar/*If yes, it’s negotiable up to* : Rp. |
| **Bila diterima, kapan Anda dapat mulai bekerja?** *(When you will be ready to join this company?)* |  |

**BACALAH PERNYATAAN INI DENGAN TELITI**

*PLEASE READ THIS STATEMENT CAREFULLY*

****Saya menyatakan bahwa informasi yang saya berikan pada formulir ini lengkap dengan benar. Saya mengerti jika terdapat pemalsuan atau pengurangan informasi dapat mengakibatkan pemutusan hubungan kerja. Saya memberi wewenang kepada perusahaan untuk menyelidiki tingkah laku, reputasi dan latar belakang pekerjaan, jika diperlukan.**

*I hereby affirm that the information given by me on this application for employment is complete and accurate.*

*I understand that any falsification or omission will be considered sufficient cause for dismissal. I authorize a though investigation to be made in connection with this application concerning my character, general reputation, employment and educational background, whichever may be applicable.*

** **Saya menyatakan bahwa saat ini saya tidak terikat oleh suatu perjanjian ikatan dinas ataupun perjanjian lain dalam bentuk apapun yang dapat menghalangi saya untuk bekerja di PT. Achilles Advanced Systems.**

*I hereby declare that currently I am not bound by a treaty or other agreement (in any form) that may hinder me to work at PT. Achilles Advanced Systems..*

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| **DIISI OLEH HRD** | |
| MULAI BEKERJA |  |

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_*

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

Pelamar / *Applicant*