Formulir PA3 1/8

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|  | PT SADHANA EKAPRAYA AMITRA |
|  | PIT ELEKTRONIK |
|  | PT JATARI BOREAS SABHA |
|  | PT LIMA SATRIA PRATAMA |

*HRD DEPT.*

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| logo_1308_2019-05-24_10_15_43.jpg | DATA PRIBADI PELAMAR ***APPLICATION FOR EMPLOYMENT*** | | |
| **Tanggal** *Date* | : |  |
| **Pekerjaan yang dilamar**  *Apply for the position* | : |  |

# **Pas foto Terbaru**

## Recent Photograph

# **Ukuran**

## Size

**3 x 4 cm**

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| 1. **DATA PRIBADI** *(PERSONAL DATA)* | | | | | | | |
| 1. **Nama Lengkap (Sesuai KTP)**   *Full Name (ID Card/Passport)* | : |  | | | | | |
| 1. **Jenis Kelamin**   *Sex* | : | **Laki-laki / Perempuan** (\*) (\*) coret yang tidak sesuai  *Male / Female* | | | | | |
| 1. **Berat Badan**   *Weight* | : | **Kg** | | | | | |
| 1. **Tinggi Badan**   *Height* | : | **Cm** | | | | | |
| 1. **Mata**   *Eye* | : | **Menggunakan Kacamata**  **Ya / Tidak**   |  | | --- | | **Jika Ya** | | **Silinder :** | | **Kanan :** | | **Kiri :** | | | | | | |
| 1. **Golongan Darah**   *Blood Type* | : | **A / B / O / AB** | | | | | |
| 1. **Tempat / Tanggal Lahir**   *Place / Date of Birth* | : |  | | | | | |
| 1. **Kewarganegaraan**   *Nationality* | : |  | | | | | |
| 1. **Agama**   *Religion* | : |  | | | | | |
| 1. **Alamat sesuai KTP**   *Permanent Address* | : |  | | | | | |
|  | RT : |  | RW : |  | Kelurahan: |  |
|  | Kecamatan : |  | | | Kota : |  |
|  | Kode Pos : |  | | | No. Tlp : |  |
| 1. **Alamat Domisili/ Sekarang**   *Present Address*  bila berbeda dengan butir A.6  *if different with point A.6.* | : |  | | | | | |
|  | RT : |  | RW : |  | Kelurahan: |  |
|  | Kecamatan : |  | | | Kota : |  |
|  | Kode Pos : |  | | | No. Tlp : |  |
| 1. **Nomor Telepon Genggam**   *HP Number* | : |  | | | | | |
| 1. **Alamat E-mail**   *E-mail Address* | : |  | | | | | |
| 1. **No. KTP**   *ID Card / Citizenship Card* | : |  | | | | | |
| 1. **No. NPWP**   *Indonesian Personal Tax No.* | : |  | | | | | |
| 1. **No. Jamsostek**   *Social Security Number* | : |  | | | | | |
| 1. **No. Rekening BCA** | : |  | | | | | |
| 1. **Status Pernikahan**   *Marital Status* | : | **Lajang / Menikah / Bercerai** (\*)  *Single / Married / Divorced* | | | | | |
| 1. **Adakah Rencana untuk menikah untuk waktu dekat ini** | : |  | | | | | |
| 1. **Adakah Rencana untuk hamil untuk waktu dekat** | : |  | | | | | |

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| 1. **LATAR BELAKANG PENDIDIKAN** *(EDUCATIONAL BACKGROUND)* | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Pendidikan Formal** *(Formal Education)* | | | | | | | | | | | | | | | | | | | | | | |
| **Tingkat**  *Grade* | | | **Jurusan**  *Major* | | | | **Nama Sekolah**  *Name of Institution* | | | | | | **Tempat / Kota**  *Place / City* | | | | | | **Tahun** *(Year)* | | | |
| **Masuk**  *Start* | | **Lulus**  *Graduate* | |
| **SLTA**  *High School* | | |  | | | |  | | | | | |  | | | | | |  | |  | |
| **AKADEMI**  *Academy* (D1/D2/D3 )  *Pilih salah satu* | | |  | | | |  | | | | | |  | | | | | |  | |  | |
| **UNIVERSITAS**  *University* (S1) | | |  | | | |  | | | | | |  | | | | | |  | |  | |
| **UNIVERSITAS**  *University* (S2) | | |  | | | |  | | | | | |  | | | | | |  | |  | |
| 1. **Pendidikan Non-Formal** *(Non-Formal Education)* | | | | | | | | | | | | | | | | | | | | | | |
| **No.** | **Nama Kursus/Pelatihan/Seminar**  *Name of Course/Training/Seminar/Workshop* | | | | | | | **Penyelenggara** *Organizer* | | | | | | **Tempat/Kota** *Place/City* | | | | | | **Periode**  *Period* | | |
| **Dari**  *From* | | **Sampai**  *To* |
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| 1. **RIWAYAT PEKERJAAN** *(EMPLOYMENT RECORD)* | | | | | | | | | | | | | | | | | | | | | | |
| 1. **PEKERJAAN SAAT INI (PEKERJAAN TERAKHIR, BILA SAAT INI TIDAK BEKERJA)**   *PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)* | | | | | | | | | | | | | | | | | | | | | | |
| **Periode Kerja (Bulan/Tahun)**  *Working Period (Month/Year)* | | | | | | | | | **Jabatan Terakhir**  *Latest Functional Title* | | | | | | | | | | | | | |
| **Dari** *(From)* | | | | | **Sampai** *(To)* | | | |  | | | | | | | | | | | | | |
|  | | | | |  | | | |
| **Nama Perusahaan**  *Name of Employer* | | | | | | | | | **Lokasi Kerja (**contoh Jakarta**)**  *Working Station* | | | | | | | | | | | | | |
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| **Bidang Usaha Perusahaan**  *Type of Business* | | | | | | | | | **Tipe Hubungan Kerja**  *Employment Type* | | | | | | | | **Gaji Terakhir (Rp.)**  *Latest Salary (IDR)* | | | | | |
|  | | | | | | | | | **Tetap / Kontrak / Freelance**  (\*)  *Permanent / Contract / Freelance*  (\*) Coret yang tidak sesuai | | | | | | | |  | | | | | |
| **Nama Atasan**  *Name of Supervisor* | | | | | | | | | **Alasan Mengundurkan Diri**  *Reason for Leaving* | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | |
| **Uraian Tugas Tanggung Jawab Pada Jabatan Terakhir, dan Struktur Organisasi Anda Berada**  *Job and Responsibilites on Your Latest Positio, and current your position by organization structure in your company* | | | | | | | | | | | | | | | | | | | | | | |
| * **Uraian Tugas Tanggung Jawab** * **Struktur Organisasi** | | | | | | | | | | | | | | | | | | | | | | |
| 1. **PEKERJAAN SEBELUMNYA (DARI URUTAN TERKINI SAMPAI TERDAHULU)**   *PREVIOUS POST (IN REVERSE ORDER – I.E. MOST RECENT POST FIRST)* | | | | | | | | | | | | | | | | | | | | | | |
| **Periode Kerja (Bulan/Tahun)**  *Working Period (Month/Year)* | | | | | | | | | **Jabatan Terakhir**  *Latest Functional Title* | | | | | | | | | | | | | |
| **Dari** *(From)* | | | | | **Sampai** *(To)* | | | |  | | | | | | | | | | | | | |
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| **Nama Perusahaan**  *Name of Employer* | | | | | | | | | **Lokasi Kerja (**contoh Jakarta**)**  *Working Station* | | | | | | | | | | | | | |
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| **Bidang Usaha Perusahaan**  *Type of Business* | | | | | | | | | **Tipe Hubungan Kerja**  *Employment Type* | | | | | | | | **Gaji Terakhir (Rp.)**  *Latest Salary (IDR)* | | | | | |
|  | | | | | | | | | **Tetap / Kontrak / Freelance**  (\*)  *Permanent / Contract / Freelance*  (\*) Coret yang tidak sesuai | | | | | | | |  | | | | | |
| **Nama Atasan**  *Name of Supervisor* | | | | | | | | | **Alasan Mengundurkan Diri**  *Reason for Leaving* | | | | | | | | | | | | | |
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| **Uraian Tugas dan Tanggung Jawab Pada Jabatan Terakhir**  *Job and Responsibilites on Your Latest Position* | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **PEKERJAAN SEBELUMNYA** *(PREVIOUS POST)* | | | | | | | | | | | | | | | | | | | | | | |
| **Periode Kerja (Bulan/Tahun)**  *Working Period (Month/Year)* | | | | | | | | | **Jabatan Terakhir**  *Latest Functional Title* | | | | | | | | | | | | | |
| **Dari** *(From)* | | | | | **Sampai** *(To)* | | | |  | | | | | | | | | | | | | |
|  | | | | |  | | | |
| **Nama Perusahaan**  *Name of Employer* | | | | | | | | | **Lokasi Kerja (**contoh Jakarta**)**  *Working Station* | | | | | | | | | | | | | |
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| **Bidang Usaha Perusahaan**  *Type of Business* | | | | | | | | | **Tipe Hubungan Kerja**  *Employment Type* | | | | | | | | **Gaji Terakhir (Rp.)**  *Latest Salary (IDR)* | | | | | |
|  | | | | | | | | | **Tetap / Kontrak / Freelance**  (\*)  *Permanent / Contract / Freelance*  (\*) Coret yang tidak sesuai | | | | | | | |  | | | | | |
| **Nama Atasan**  *Name of Supervisor* | | | | | | | | | **Alasan Mengundurkan Diri**  *Reason for Leaving* | | | | | | | | | | | | | |
|  | | | | | | | | |  | | | | | | | | | | | | | |
| 1. **DATA KELUARGA** *(FAMILY DATA)* | | | | | | | | | | | | | | | | | | | | | | |
| 1. **SUSUNAN KELUARGA SEKANDUNG (TERMASUK DIRI SENDIRI)**   *Family composition (including yourself)* | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | **Nama Lengkap**Full name | | | | | | **L/P**M/F | **Usia**Age | **Pendidikan**Education | | | | | | **Pekerjaan****(Jabatan & Perusahaan)**Occupation (Job Title & Company) | | | | |
| **Ayah** Father | | | |  | | | | | |  |  |  | | | | | |  | | | | |
| **Ibu** Mother | | | |  | | | | | |  |  |  | | | | | |  | | | | |
| **Saudara – 1**  *Sibling(s) – 1* | | | |  | | | | | |  |  |  | | | | | |  | | | | |
| **Saudara – 2**  *Sibling(s) – 2* | | | |  | | | | | |  |  |  | | | | | |  | | | | |
| **Saudara – 3**  *Sibling(s) – 3* | | | |  | | | | | |  |  |  | | | | | |  | | | | |
| **Saudara – 4**  *Sibling(s) – 4* | | | |  | | | | | |  |  |  | | | | | |  | | | | |
| **Saudara – 5**  *Sibling(s) – 5* | | | |  | | | | | |  |  |  | | | | | |  | | | | |
| **Saudara – 6**  *Sibling(s) – 6* | | | |  | | | | | |  |  |  | | | | | |  | | | | |
| 1. **KELUARGA (UNTUK KARYAWAN YANG SUDAH MENIKAH)** | | | | | | | | | | **Tanggal Pernikahan**  *(Date of Marriage)* | | | | | |  | | | | | | |
|  | | | | **Nama Lengkap** *Full name* | | | | | | **L/P** M/F | **Tanggal Lahir** *Date of Birth* | | | | | | | **Pendidikan / Pekerjaan**  *Education / Occupation* | | | | |
| **Isteri/Suami**  *Spouse* | | | |  | | | | | |  |  | | | | | | |  | | | | |
| **Anak**  *Children* | | 1 | |  | | | | | |  |  | | | | | | |  | | | | |
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| 1. **REFERENSI** *(REFERENCES)* | | | | | | | | | | | | | | | | | | | | | | |
| **No.** | **Nama Lengkap**  *Full Name* | | | | | **Nomor Telepon, Telepon Gengam, Alamat E-mail**  *Telephone Number, HP Number, E-mail Address* | | | | | | | | | **Pekerjaan**  *Occupation* | | | | | | | |
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| 1. **MOHON JAWAB PERTANYAAN DIBAWAH INI UNTUK KETERANGAN TAMBAHAN**   *PLEASE ANSWERS FOR OTHER DESCRIPTION* | | | |
| **Pertanyaan**  *Question* | **Jawaban**  *Answer* | | |
| **Ya**  *Yes* | **Tidak**  *No* | **Penjelasan**  *Description* |
| Apakah anda pernah pernah dirawat di rumah sakit dalam 1 (satu) tahun terakhir?  *Have you ever been hospitalized within the last 1 (one) year?* |  |  |  |
| Apakah anda pernah berhubungan dengan kasus hukum (Pidana dan atau Perdata). |  |  |  |
| Apakah Anda mempunyai pekerjaan sampingan?  *Do you currently have a part-time job ?*  Dimana dan sebagai apa ?  *Where do you work, and describe your position ?* |  |  |  |
| Bersediakah Anda berTUGAS ke luar kota ?  *Will would you be willing to work out of town ?* |  |  |  |
| Bersediakah Anda diTEMPATkan di luar kota ?  *Will you be willing to be stationed out of town?*  Sebutkan nama kota / daerahnya !  *Do list the name of the town and area !* |  |  |  |
| Berapa penghasilan yang Anda harapkan?  *Please stated your expected salary* |  | | |
| Bila diterima, kapankah Anda dapat mulai bekerja ?  *Should you be accepted, when will you be available to commence work ?* |  | | |
| Adakah keluarga/kenalan/referensi Anda di Perusahaan kami ?  *Do you have any relatives/ friends/references in our Company ?* |  | | |
| Dengan ini saya menyatakan bahwa semua keterangan dalam formulir ini adalah benar dan sah. Apabila terbukti bahwa keterangan tersebut tidak benar, maka saya bersedia mengundurkan diri.  I hereby declared that information stated in this form is correct and true. If it is subsequently shown that the information incorrect, I hereby agree to resign the company immediately. | Yang menyatakan / *Declared by,* | | |
| Nama lengkap & tanda tangan / *Full name & signature* | | |