

EMPLOYMENT FORM

I. PERSONAL DETAIL

Employee Name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Place & Birth Date		Status	<input type="checkbox"/> Single <input type="checkbox"/> Married
Religion	<input type="checkbox"/> Moslem <input type="checkbox"/> Catholic <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist	Nationality	
Email address			
Tax ID / NPWP No.		Phone	
Jamsostek No.		Cell Phone	
Current Address			
City		Postal Code	
ID Card No.			
Driver Licence No.			
ID Card Address			
City		Postal Code	

II. FAMILY / CONTACT

Father Name	
Job Occupation	<input type="checkbox"/> Private <input type="checkbox"/> State of Employee <input type="checkbox"/> Entrepreneur <input type="checkbox"/> Professional <input type="checkbox"/> Pension <input type="checkbox"/> Others.....
Mother Name	
Job Occupation	<input type="checkbox"/> Private <input type="checkbox"/> State of Employee <input type="checkbox"/> Entrepreneur <input type="checkbox"/> Professional <input type="checkbox"/> Pension <input type="checkbox"/> Others.....
Spouse Name	
Place/Date of Birth	
Married Date	
Job Occupation	<input type="checkbox"/> Private <input type="checkbox"/> State of Employee <input type="checkbox"/> Entrepreneur <input type="checkbox"/> Professional <input type="checkbox"/> Pension <input type="checkbox"/> Others.....

Data of your child

	Name	Place /Date of Birth
1 st		
2 nd		
3 rd		
4 th		

III. EDUCATIONAL BACKGROUND

a. Formal Education

School Name	City	Major	Year (from/to)	Certificate (Y/N)

b. Informal (Training & Certification) Fill from the latest course which relevant with your current job

Course Type	Conducted By	Year (from/to)	Certificate (Y/N)

c. Language

Language	Written*	Conversation*

*Fill in with :
 Excellent / Good / Average

IV. PROFESSIONAL EXPERIENCE

Month & Year		Company's Name & Location	Industry Type	Position	Salary	Moving Reason
From	To					

a. Current Position

Number of employee in the Company _____

Number of staff under your supervision _____

Your job and responsibility _____

Direct supervisor _____

Your achievement _____

Others benefit exclude salary _____

b. Please describe your position in your current organization structure :

c. Describe about one problem that happen in your current job, and how you fix the problem :

d. Describe about your career ambition and your plan to reach the ambition :

V. PERSONALITY (STRENGTH & WEAKNESS)

Describe about your strength which can affect your job:

1.

2.

3.

Describe about your weakness which can affect your job:

1.

2.

3.

VI. EMPLOYEE SCREENING QUESTIONAIRES	YES	NO
1. Do you have a medical problem / physical defect, which might prevent your mobilization or restrict your assignment? If yes, please give details	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you currently being treated by a doctor? If yes, please give details	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever used alcohol or any illegal drugs? If yes, please give details	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever pled guilty ,no contest, been convicted, been placed probation, given probation, given community supervision, or given any deferred adjudication for a crime? If yes, please give details	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you the subject of any current criminal or civil proceedings? If yes, please give details	<input type="checkbox"/>	<input type="checkbox"/>

References

Name	Company	Relationship	Contact No.
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Expected Salary

Join Date

Willingness to be placed out of town ☐ Yes ☐ No Reason :

I declare that the statement above is true. If Company found that my statement above is invalid, Company has the right to terminate my employment and free of any legal charge dispute in the future.

Jakarta,

Name :

Fill in by HR Dept (Recruitment)

Company	<input type="checkbox"/> SCC <input type="checkbox"/> SSI <input type="checkbox"/> SGP	Notes :
Join Date		
Position		
Report to/ Direct Spv		
Job Placement		
Salary		
Grade		
Other Condition		