

APPLICATION FORM

 Test Number :

**PLEASE FILL
WITH YOUR ABSENT NO.**

POSITION APPLIED : _____
How were you referred to us : () Internet () Media () Campus () Relatives () Friends
***Name of Referral Source** : _____

A. PERSONAL DATA

1	Full Name	: _____
2	Gender	: () Male () Female Height : _____ cm Weight : _____ kg
3	Place & Date of Birth (dd-mm-yyyy)	: _____, _____ / _____ / _____
4	Nationality	: () Indonesian () Foreigner Race : _____
5	Identity Card No	: _____
6	NPWP No	: _____
7	Driving License	: () A License No : _____ () B License No : _____ () C License No : _____ () No License
8	A Address (as IC No)	: _____ Post Code : _____
	B Current Address	: _____ Post Code : _____
9	Contact No.	: Home : _____ Office : _____ Cellular : _____ E-mail : _____
10	Status	: () Single () Engaged () Married () Divorced
11	Blood Type	: () A () B () AB () O
12	Size	: Male : - Clothes (14 - 18) : _____ Female : - Clothes (S / M / L / XL / XXL) : _____ - Pants (27 - 45) : _____ - Pants (S / M / L / XL / XXL) : _____ - Safety Shoes : _____ - Safety Shoes : _____
13	Health Information	: A Accident History : () Yes () No If Yes, When _____ B Hospitalized : () Yes () No If Yes, When _____

 Note : Numbers with 0 sign **MUST** be answered.

B. FAMILY DATA

RELATION	NAME	M/F	PLACE & DATE OF BIRTH	EDUCATION	OCCUPATION	POSITION
Father						
Mother						
Siblings	1					
	2					
	3					
	4					
	5					

RELATION	NAME	M/F	PLACE & DATE OF BIRTH	EDUCATION	OCCUPATION	POSITION
Husband/Wife						
Children	1					
	2					
	3					
	4					
	5					

Filled by HR-Recruitment :

FGD & INTERVIEW HRD		TEST & INTERVIEW USER		FINAL INTERVIEW & MCU	
1	Candidate/ _____ call, day : _____ / date : _____ / time : _____ Schedule : _____	1	Candidate/ _____ call, day : _____ / date : _____ / time : _____ Schedule : _____	1	Candidate/ _____ call, day : _____ / date : _____ / time : _____ Schedule : _____
2	Candidate/ _____ call, day : _____ / date : _____ / time : _____ Schedule : _____	2	Candidate/ _____ call, day : _____ / date : _____ / time : _____ Schedule : _____	2	Candidate/ _____ call, day : _____ / date : _____ / time : _____ Schedule : _____
3	Candidate/ _____ call, day : _____ / date : _____ / time : _____ Schedule : _____	3	Candidate/ _____ call, day : _____ / date : _____ / time : _____ Schedule : _____	3	MCU Result : OK / NG Join Date : _____

C. FORMAL EDUCATION BACKGROUND

EDUCATION	INSTITUTION / NAME OF SCHOOL	DEGREE	MAJOR	PLACE	PERIODE		GPA
					STARTED YEAR	GRADUATED YEAR	
Primary School							
Junior High School							
Senior High School							
Academic							
University							
Post Graduate							

D. INFORMAL EDUCATION BACKGROUND

NO	NAME OF INSTITUTION	SUBJECT / TOPIC	LOCATION	PERIODE		CERTIFICATE YES / NO
				START	END	

E. SKILLS AND QUALIFICATION (Note : A = Expert ; B = Advance ; C = Intermediate ; D = Basic)

LANGUAGE	READ	WRITE	SPEAK	LISTENING	OTHERS
ENGLISH					
JAPAN					

COMPUTER PROGRAMMING AND OPERATING SYSTEM MOST PROFICIENT (Use comma for separator)

F. ORGANIZATION MEMBERSHIP

ORGANIZATION NAME	ACTIVITIES	POSITION	LOCATION	PERIODE	
				START	END

G. EMPLOYMENT HISTORY

PRESENT EMPLOYMENT

Employer :	_____	Job Description :	_____
Nature of Business :	_____		
Address :	_____		
Phone Number :	_____		
Employment Date :	from _____ to _____	Please Illustrate Your Position in Company Organization :	_____
Position Title :	_____		
Salary :	_____		
Reason for Leaving :	_____		

PREVIOUS EMPLOYMENT

Employer :	_____	Job Description :	_____
Nature of Business :	_____		
Address :	_____		
Phone Number :	_____		
Employment Date :	from _____ to _____	Please Illustrate Your Position in Company Organization :	_____
Position Title :	_____		
Salary :	_____		
Reason for Leaving :	_____		

PREVIOUS EMPLOYMENT

Employer :	_____	Job Description :	_____
Nature of Business :	_____		
Address :	_____		
Phone Number :	_____		
Employment Date :	from _____ to _____	Please Illustrate Your Position in Company Organization :	_____
Position Title :	_____		
Salary :	_____		
Reason for Leaving :	_____		

H. CANDIDATE PERSONAL WORKING DATA EXPECTATION

Salary :	_____
Benefits :	_____
What date are you available to start work :	_____
Type of Job you prefer :	_____
Type of Job you do not prefer :	_____
Have you ever been in selection process with us before ?	() Yes () No
If yes, When ? :	_____
Position you have applied ? :	_____

I. ADDITIONAL DATA

- 1 Tell us what do you like to do during your spare time _____
- 2 Tell us about your hobbies _____
- 3 What kind of magazine/newspaper/book you like to read _____
- 4 Please list at least 5 of your strenghts _____
- 5 Please list at least 5 of your weaknesses _____
- 6 Have you ever live abroad (beside your home country) _____
 Where : _____ How long : _____ Purpose of Visit : _____
- 7 When did you last participate on Psychological Test, where, and for what purpose ? _____
- 8 Are you willing to work with shift system ? _____
- 9 Are you willing to assigned outside your point of hire ? _____
- 10 In connection to company's policy on contract period, are you prepare to be dismissed in case you are not qualify to company's standard ?
 () Yes () No
- 11 Referee (In case we need to ask more about you, we will contact your referee)

NAME	ADDRESS	PHONE NUMBER	OCCUPATION	RELATION

12 Whom can we contact in case of emergency ?

NAME	ADDRESS	PHONE NUMBER	OCCUPATION	RELATION

13 Do you have family (father, mother, siblings, uncle, auntie, ect.), friends, or acquaintances working for Company? [] Yes or [] No . If Yes please fill the data below :

NAME	DEPT. / DIVISION	POSITION	RELATIONSHIP

Note : Numbers with 0 sign MUST be answered.

I certify that information which contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired or during my work periode.

Jakarta, _____

Signature _____

Full Name _____

