## FORMULIR LAMARAN KERJA

# APPLICATION FORM

### 

#### IDENTITAS DIRI / PERSONAL INFORMATION

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1. **Nama Lengkap** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name

2**. Tempat/Tanggal lahir** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place, Date of Birth

3. **Jenis Kelamin : L / P**

Sex M / F

4*.* **Alamat Sekarang** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address

5. **Telpon Rumah** : **\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Telpon Seluler** : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Home Phone Number Handphone

6. **Agama** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Nationality** : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Religion

7. **Status Perkawinan** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **No. KTP / SIM** : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Marital Status ID Card Number / Driver’s Licence

8**. Hobi** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hobby

**KELUARGA/*FAMILY***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nama**  Name | **Jenis Kelamin**  Sex | **Usia**  Age | **Pendidikan**  Education | **Perusahaan**  Employer’s name | Jabatan Occupation |
| Ayah/Father  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ibu/mother  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Saudara Kandung  Brother/Sister  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Suami/Istri/Spouse  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Anak/Children  1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**LATAR BELAKANG PENDIDIKAN**

***EDUCATIONAL BACKGROUND***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pendidikan Formal**Formal Education | **Nama & Alamat** Name & Location | **Jurusan** Major in | ***Dari****/from* | **Sampai**/to |
| SD / Elementary School |  |  |  |  |
| SMP / Junior High School |  |  |  |  |
| SMU / Senior High School |  |  |  |  |
| Akademi (D1/D2/D3) /  Sarjana (S1)  Academic / Undergraduate |  |  |  |  |
| Pasca Sarjana (S2)  Graduate |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Pendidikan Non Formal/Kursus/training/seminar**  Non formal education (courses/training/seminars) | **Bulan/Tahun**  Month/Year | **Keterangan**  Remarks |
| 1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **LISAN / *SPOKEN*** | | | **TULISAN / *WRITTEN*** | | |
| **Bahasa**  **Language** | Baik  Good | Cukup  Fair | Kurang  Poor | Baik  Good | Cukup  Fair | Kurang  Poor |
| 1. **Inggris (English)** 2. **Japanese** 3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Keterampilan lain yang sesuai dengan pekerjaan Other skill related to job** | Baik/good | Cukup/fair | Kurang/poor |
|  |  |  |  |
|  |

**RIWAYAT PEKERJAAN** (Mulai dari pekerjaan yang terakhir)

***EMPLOYMENT HISTORY* (**Starting from the recent ones)

|  |  |  |  |
| --- | --- | --- | --- |
| Bulan & Tahun  Month & Years | \_\_\_\_\_s/d \_\_\_\_\_  \_\_\_\_\_to\_\_\_\_\_ | \_\_\_\_\_s/d \_\_\_\_\_  \_\_\_\_\_to\_\_\_\_\_ | \_\_\_\_\_s/d \_\_\_\_\_  \_\_\_\_\_to\_\_\_\_\_ |
| Nama & Alamat Perusahaan Name & Address of Employer |  |  |  |
| Jabatan Position |  |  |  |
| Atasan Langsung Reporting Line |  |  |  |
| Gaji pokok + Tunjangan Salary + Other Benefit |  |  |  |
| Alasan keluar Reason for Leaving |  |  |  |

|  |  |
| --- | --- |
| Uraian tugas & tanggung jawab di perusahaan sekarang / terakhir  Job description & responsibility in current/previous company | Struktur organisasi perusahaan sekarang / terakhir  Organisation Structure of current/previous company |
|  |  |

**Referensi/Reference**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nama  Name | Alamat & Telp  Address & Phone | Hubungan  Relation | Jabatan  Occupation | Keterangan  Remarks |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**KETERANGAN TAMBAHAN */ADDITIONAL INFORMATION***

|  |  |
| --- | --- |
| Apakah anda pernah melamar di perusahaan ini sebelumnya ?  Bilamana dan sebagai apa ?  *Have you ever applied to our company before? If yes, when and*  *for what was position?* |  |
| Apakah anda terikat dengan perusahaan lain saat ini ? Are you currently engaged in other company? |  |
| Apakah anda mempunyai teman/saudara yang bekerja di  perusahaan ini ? Sebutkan nama dan hubungan anda.  *Do you have any family or friend working for this company?*  *Please mention his/her name and your relationship with*  *him/he ?* |  |
| Bila diterima, bersediakah anda bertugas di luar kota Are you willing to be posted out of town? |  |
| Jenis pekerjaan apa yang anda sukai? What kind of job do you prefer? | * Kantor (Office) * Sendiri (Individual) * Lapangan (Field) * Kelompok (Team) |
| Bila diterima, berapa gaji dan fasilitas apa yang diharapkan ? What is your expected salary and benefits? |  |
| Bila diterima, kapan anda dapat mulai bekerja? When will you be ready to join? |  |
| Menurut anda apa kelebihan dan kekurangan pada diri anda  Sebutkan masing-masing 5 item.  *What do you think your strengths and weaknesses are? Please*  *state 5 items.* | Kelebihan / *Strength*   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Kekurangan / Weaknesses:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Ceritakan kesuksesan & kegagalan dalam bekerja yang pernah  Anda alami.  *Please explain your achievement and failure in previous job.* | Kesuksesan (achievement)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Kkegagalan (failure)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Menurut pendapat anda apa persyaratan yang harus dimiliki  untuk menduduki posisi yang anda lamar sekarang ?  *What do you think as the qualification required for the job applied?*  *- Kepemimpinan (Leadership)*  *- Teknis (Technical)*  *- Sikap (Attitude)* | Kepemimpinan (managerial skill)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teknis (technical skill)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sikap kerja (attitude)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Secara singkat, siapakah Anda ?  *In short, who you are?* | * Pengambil keputusan (decision maker) * Penyelesai/pemecah masalah (problem solver) * Penganalisa masalah (analyst)） |
| Apakah Anda pernah terlibat dalam tindakan kriminal atau dijatuhi hukuman oleh pengadilan karena tindakan kriminal?  *Have you been involved in any crimiminal activities or being sentenced by the court of law for any criminal case?* | * Ya / Yes * Tidak / No |

##### BACALAH PERNYATAAN INI DENGAN TELITI

***PLEASE READ THIS STATEMENT CAREFULY***

**Saya menyatakan bahwa informasi yang saya berikan pada formulir ini benar, lengkap dan akurat. 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 true, 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.

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Pelamar/ *Applicant*