**FORM APPLICATION**

Photo 2 x 3

Position applied for Date :

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Personal data** | | |  | | | | | |  |
| First Name Middle Name Last Name  Date of birth Place of birth Gender | | | | | | | | |
|  |
|  |
| **2. Present address** | | | ( ) Lease ( ) Living w/ parents/relatives (√ ) Owned | | | | | |  |
| Zip Code | | | | | | | | |
|  |
| E-mail Add Telephone Mobile Phone | | | | | | | | |  |
|  |
| **3. ID address** | | |  | | | | | | |
|  | | | | | | | | | |
| Zip Code Telephone | | | | | | | | | |
| **4. Civil Status** | | | ( ) Single ( ) Married | | | | | |  |
| Number of Spouse /  Children 1 Parent’s YUSTONO Occupation  Name  Address Telephone | | | | | | | | |
|  |
|  |
| **5. Personal ID** | | |  | | | | | |  |
| ID Card No NPWP No Citizen | | | | | | | | |
|  |
| **6. Blood Type** | | | **( ) A ( ) B (** √ **) O ( ) AB** | | | | | | |
| **7. Family** | | |  | | | | | | |
| **Name** | | | **Relationship** | | **Date Birth** | | **Address** | | |
| EKO SETYAWAN | | |  | |  | |  | | |
| WULAN NILA AULIA JASRIAN | | |  | |  | |  | | |
| FARRASYA ABIDAH HASNA | | |  | |  | |  | | |
|  | | |  | |  | |  | | |
|  | | |  | |  | |  | | |
| **8. Emergency Contact** | | |  | | | | | |  |
| Name Address | Phone Relationship | | | | | | | |
|  |
|  | | | | | | | | |
| **9. Religion** | | |  | | | | | | |
|  | | | | | | | | | |
| **10. Health** | | | Are you under long-term medical treatment for ailments? (If yes, please describe nature of illness.) NO | | | | | | |
| Physical Mental History  Vision (if any) Disability (if any)  (if any) | | | | | | | | |  |
|  |
| **11. Academic qualification** | | |  | | | | | | |
| **Year (from – to)** | | **Institution/school** | | **Degree/certificate** | | **Specialization** | | **Average grade** | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **12. Professional Qualification** | (Most relevant licenses, competency courses, aptitude tests) | | | | | | | | |
| **Year passed** | **Institution/school** | | **Certificate/level** | | | **Specialization** | | **Average grade** | |
|  |  | |  | | |  | |  | |
|  |  | |  | | |  | |  | |
| **13. Language** | Proficiency: ***G = Good, F = Fair, NA = No Applicable*** | | | | | | | | |
| **Language** | **Speak** | | | | **Write** | | | **Read** | |
| INDONESIA |  | | | |  | | |  | |
| ENGLISH |  | | | |  | | |  | |
|  |  | | | |  | | |  | |
| **14. For applicants to technical positions (if any)** | (Indicate your proficiency using scale 1-5, 5 being expert) | | | | | | | | |
| Items | Type | Rating | | Type | | Rating | Type | | Rating |
| Operating systems |  |  | |  | |  |  | |  |
| Languages |  |  | |  | |  |  | |  |
| RDBMS |  |  | |  | |  |  | |  |
| System programming |  |  | |  | |  |  | |  |
| Client-server |  |  | |  | |  |  | |  |
| Mainframe |  |  | |  | |  |  | |  |
| Hardware platforms |  |  | |  | |  |  | |  |
| Others, describe |  |  | |  | |  |  | |  |
| **15. Employment details** | **(Present/Latest first)** | | | | | | | | |
| Emloyer's Name |  | | | |  | |  | | |
| Location |  | | | |  | |  | | |
| From – To (mm / yy) |  | | | |  | |  | | |
| Position |  | | | |  | |  | | |
| Reasons for Leaving |  | | | |  | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Latest assignment |  |  |  |
| Take home pay / month |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **16. Tell me about yourself** |  | | | | | |
| Strength (minimum 6) |  | | | | | |
| Weakness (minimum 6) |  | | | | | |
| **17. Expected Take Home Pay** | Monthly Take Home Pay : | | |  | | |
| **Benefits : HEALT INSURANCE, BONUSES** | | | | | | |
| **18. When can you start working for *IT Group Indonesia.*?** | Date: | |  | | | |
| Are you under bond with your present employer? If yes, give details. | | |  | | | |
| **19. Reasons for joining *IT Group Indonesia.*** | Briefly describe why you want to join IT Group Indonesia. and your expectations. | | | | | |
| TRY NEW EXPERIENCES AND NEW TECHNOLOGIES | | | | | | |
| **20. Relatives in IT Group Indonesia.** |  | | | | | |
| **Name : ONGGO SATRIO**  **Position : SYSTEM ADMINITRATOR** | | | | | | |
| **21. References** | State where do you know this vacation***.*** | | | | | |
| FROM JOBSTREET | | | | | | |
|  |  |  |  |  |  |  |
| **Declaration** | | | | | | |
| I certify that the foregoing information are true and correct and hereby authorize the company to verify any of the above given information. If found incorrect after selection for employment, I understand that my services may be terminated. | | | | | | |
| Signature of Applicant : |  | | Date Signed: | |  | |
|  | | | | | | |
|  |  |  |  |  |  |  |
| ***Evaluation (Filled by HR and User)*** | | | | | | |
| Item Evaluated | Evaluation Result | | | Date | Processor | Signature: |
| Technical Test (by User) | Recommended | Rejected | Rejected |  |  |  |
| Psychotest (by HR) | Recommended | Considered | Rejected |  |  |  |
| Interview 1 | Recommended | Considered | Rejected |  |  |  |
| Interview 2 | Recommended | Considered | Rejected |  |  |  |
| Interview 3 | Recommended | Considered | Rejected |  |  |  |
| Final Result (by User) | Hired | Keep for Reference | Rejected |  |  |  |
| Join Date *(If Hired)* |  | Position : |  | | | |