**FORM APPLICATION**

Photo 2 x 3

Position applied for Date :

|  |  |  |
| --- | --- | --- |
| **1. Personal data** |  |   |
| First Name Middle Name Last NameDate 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 OccupationName 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 HistoryVision (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 : |  |