Photograph

4 X 6 cm

Harap ditulis dengan jelas

*Please print clearly*

Posisi yang dilamar : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Applying for*

1. **Data Pribadi**

***Personal Data***

1. Nama Lengkap : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Jenis kelamin : Laki-laki/Perempuan

*Full Name Sex Male / Female*

2. Tempat/Tgl. Lahir : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Umur : \_\_\_\_\_\_\_\_\_\_ tahun

*Place/date of birth* *Age* *years*

3. Kewarganegaraan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Nationality*

4. Agama : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Religion*

5. Alamat lengkap : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Contact* *details* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RT.: RW.: Kelurahan :

Kecamatan : Kota/*City* :

Provinsi/Province :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Kode Pos/*Area code* :

Tlp.Rumah/*Home* : Telp. Kantor/*Office* :

Tlp.Selular/*Handphone* (1) : Telp. Selular (2) : ­­

\*\*□ Rumah sendiri □ Sewa □ Rumah orang tua □ Menumpang

*Own house* *Rent* *Parent’s house* *Boarding*

*E-mail* : *Skype ID* :

6. No KTP/Pasport : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dikeluarkan di :

*ID Card/Passport no.* *Issued at*

7. Status perkawinan\* : Lajang/nikah/berpisah/bercerai/menikah lagi/cerai mati

*Marital status\** *Single/married/separated/divorced/re-married/widow/widower*

\*) Coret yang tidak perlu \*\*) Beri tanda centang (√) pada pilihan yang sesuai

*Cross the irrelevant ones Please tick (√) appropriate box*

1. **Kualifikasi Pendidikan / Profesi**

***Education / Professional Qualifications***

1. Pengetahuan dalam bahasa asing

*Language Proficiency*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Bahasa Asing  *Foreign Language* | LISAN  *Spoken* | | | TERTULIS  *Written* | | |
| *Good* | *Average* | *Poor* | *Good* | *Average* | *Poor* |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |

1. Pendidikan formal

*Formal Education*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tingkat Pendidikan  *Level of Education* | Nama Sekolah  *Name of School* | Tahun Masuk  *Year of Join* | Tahun Lulus  *Graduation Year* | IPK  *GPA* | Gelar  *Title* | Spesialisasi  *Specialization* |
| Elementary |  |  |  |  |  |  |
| Jr. High School |  |  |  |  |  |  |
| Sr. High School |  |  |  |  |  |  |
| Diploma |  |  |  |  |  |  |
| University – S1 |  |  |  |  |  |  |
| Profession |  |  |  |  |  |  |
| Master Program |  |  |  |  |  |  |
| Specialist 1 |  |  |  |  |  |  |
| Specialist 2 |  |  |  |  |  |  |
| Dr/PhD Program |  |  |  |  |  |  |

1. Latihan / Kursus

*Training Courses*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Nama Kursus / Latihan  *Name of Training Courses* | Penyelenggara  *Held by* | Tgl. Mulai  *Starting Date* | Tgl. Selesai  *Ending Date* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

1. Prestasi khusus

*Special achievements*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Lokal  *Local* | Nasional  *National* | Internasional  *International* | Tahun  *Year* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

1. **Anggota Organisasi**

***Professional Affiliations / Memberships***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Nama organisasi  *Name of Club / Association* | Status Keanggotaan  *Membership status* | Tgl. Masuk  *Starting Date* | Tgl. Keluar  *Ending Date* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

1. **Riwayat Pekerjaan Pendidikan**

***Teaching Experience***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Nama Institusi  *Name of Institution* | Alamat  *Address* | Tgl. Masuk  *Starting Date* | Tgl. Keluar  *Ending Date* | Posisi/ Jabatan  *Position/Title* | Alasan Keluar  *Reason for Leaving* |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |

1. **Riwayat Pekerjaan Non Pendidikan**

***Non Educational Work Experience***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Nama Perusahaan  *Name of Company* | Alamat  *Address* | Tgl. Masuk  *Starting Date* | Tgl. Keluar  *Ending Date* | Posisi/ Jabatan  *Position/Title* | Alasan Keluar  *Reason for Leaving* |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |

1. **Data Keluarga**

***Family Data***

Nama Suami/Istri : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tanggal Lahir : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of Spouse Date of Birth*

Pekerjaan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tanggal Menikah : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Occupation* *Date of Marriage*

Alamat pekerjaan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tempat Menikah : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Work Office* *Place of Marriage*

Data Orang Tua, Saudara/i, Anak

*Data of* *Parents, Siblings, Children*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Nama  *Name* | Tgl. Lahir  *Date of Birth* | Hubungan  *Relationship* | Pekerjaan  *Occupation* | Nama Perusahaan  *Name of Company* |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

1. **Kesehatan**

***Health***

Apakah Anda pernah memiliki riwayat kesehatan yang mengharuskan Anda dirawat di Rumah Sakit atau mendapat perawatan khusus yang cukup lama?\*\*

*Have you had a medical history of getting hospitalized? Do you currently have or had any long term treatments?* \*\*

□ Ya, Jelaskan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Yes, Please describe* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Tidak

*No*

\*\*) Beri tanda centang (√) pada pilihan yang sesuai

*Please tick (√) appropriate box*

1. **Referensi**

***Reference***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Nama  *Name* | Hubungan  *Relationship* | Lama Kenal  *Years Known* | Pekerjaan  *Occupation* | *E-mail* | No. Tlp  *Telephone* |
| Jika sudah bekerja  *If you have work experience* | | | | | | |
| 1. |  | Atasan  *Supervisor* |  |  |  |  |
| 2. |  | Teman kerja  *Co-worker* |  |  |  |  |
| 3. |  | Anak buah  *Subordinates* |  |  |  |  |
| 4. |  | Pendeta  *Pastor* |  |  |  |  |
| 5. |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Nama  *Name* | Hubungan  *Relationship* | Lama Kenal  *Years Known* | Pekerjaan  *Occupation* | *E-mail* | No. Tlp  *Telephone* |
| Jika belum pernah bekerja  *Fresh graduate* | | | | | | |
| 1. |  | Pembimbing Skripsi  *Thesis Advisor / Supervisor* |  |  |  |  |
| 2. |  | Pendeta  *Pastor* |  |  |  |  |

Apakah sebelumnya Anda pernah melamar kerja pada unit di bawah naungan Yayasan Pendidikan Pelita Harapan?\*\*

*Have you ever applied to unit(s) under Pelita Harapan Educational Foundation before?**\*\**

□ Ya, Mohon jelaskan tempat, posisi, dan tanggal melamar

*Yes, Please describe place, position, and date when applied*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Tidak

*No*

Dari manakah Anda mengetahui adanya informasi mengenai lowongan pekerjaan di institusi kami?\*\*

*Where did you get the information of the job opportunities at our Institution?**\*\**

□ *Jobportal (Jobstreet)* □ *Jobportal (JobsDB)* □ *Media Social WhatsApp*

□ *UPH Website* □ *Poster/Flyer* □ *Jobfair*

□ Keluarga/Saudara□ Teman □ Lain-Lain: ……………..

*Family Friend Others*

Apakah Anda mempunyai keluarga/saudara/teman yang bekerja di perusahaan kami?\* Ya Tidak

*Do you have any family or friend who works in our company?**\* Yes No*

Bila ada, harap jelaskan :

*If you answer “yes” above, please provide us with the details*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Nama  *Name* | Pekerjaan  *Occupation* | Hubungan  *Relationship* | No. Tlp  *Telephone* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*) Coret yang tidak perlu \*\*) Beri tanda centang (√) pada pilihan yang sesuai

*Cross the irrelevant one Please tick (√) appropriate box*

1. **Waktu**

***Date of commencement***

Jika lamaran Anda diterima, berapa lama waktu yang Anda perlukan untuk bergabung dengan kami?

*When will be your earliest convenience date to join UPH?*

|  |  |  |
| --- | --- | --- |
| Tanggal  *Day* | Bulan  *Month* | Tahun  *Year* |
|  |  |  |

Nama jelas dan tanda tangan pelamar Tanggal

*Applicant’s full name and signature Date*