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*