

# Formulir Lamaran Kerja



Posisi yang diminati  
*Position applied for*

## I. IDENTITAS DIRI *PERSONAL DATA*

Nama Lengkap  
*Full Name*

Jenis Kelamin  
*Sex*

Tempat/Tanggal Lahir  
*Place/Date of Birth*

Tgl/Bln/Thn  
*DD/MM/YYYY*  /  /

Alamat Tempat Tinggal  
*Home Address*

Kota  
*City*

Kode Pos  
*Postal Code*

Status Kepemilikan  
*Ownership Status*

Alamat Sesuai KTP  
*Home Address as per Identity Card*

Kota  
*City*

Kode Pos  
*Postal Code*

Alamat Email  
*Email Address*

Telepon Rumah  
*Home Number*

Nomor HP  
*Cell Phone*

Agama  
*Religion*

Suku Bangsa  
*Ethnicity*

Status Pernikahan  
*Marital Status*

Tanggal Pernikahan  
*Date of Marriage*

Nomor KTP  
*ID Card Number*

SIM  
*Driver's License*

 A  B  C

No. SIM  
*License Number*

Transportasi Sehari-hari  
*Daily Transportation*

## II. LATAR BELAKANG KELUARGA *FAMILY BACKGROUND*

Hubungan <i>Relationship</i>	Nama Lengkap <i>Full Name</i>	Usia <i>Age</i>	Tempat/Tanggal Lahir <i>Place/Date of</i>	Pendidikan Terakhir <i>Last Education</i>	Pekerjaan Terakhir <i>Last/Current Job</i>
Bapak					
Ibu					
Kakak	1				
	2				
	3				
	4				
Adik	1				
	2				
	3				
	4				
Suami/Istri <i>Spouse</i>					
Anak <i>Children</i>	1				
	2				
	3				

**III. LATAR BELAKANG PENDIDIKAN DAN KEMAMPUAN LAIN**  
**EDUCATIONAL BACKGROUND AND OTHER COMPETENCIES**

Tingkat Pendidikan Formal <i>Formal Education Level</i>	Sekolah <i>School</i>	Jurusan <i>Major</i>	Nilai/IPK <i>Score/GPA</i>	Periode (Dari - Sampai) <i>Period (From - Until)</i>	
				-	
				-	
				-	
				-	
				-	

Pendidikan Informal (Kursus) <i>Informal Education (Training, Course)</i>	Tempat <i>Place</i>	Penyelenggara <i>Organizer</i>	Periode (Dari - Sampai) <i>Period (From - Until)</i>	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	

Tuliskan judul karya ilmiah Saudara (skripsi, artikel, buku, dll)

*Write down the title of your essay, thesis, article or book*

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Kemampuan Berbahasa *) <i>Language Competencies</i>	Lisan <i>Oral</i>				Tulisan <i>Written</i>			
	Sangat Baik <i>Excellent</i>	Baik <i>Good</i>	Cukup <i>Fair</i>	Kurang <i>Poor</i>	Sangat Baik <i>Excellent</i>	Baik <i>Good</i>	Kurang <i>Fair</i>	Cukup <i>Poor</i>
Bahasa Asing <i>Foreign Language</i>								

\*) Beri tanda 'X' pada kolom yang sesuai

\*) Give 'X' sign to the appropriate column

**Kemampuan Aplikasi Komputer**

*Computer application Competencies*

Aplikasi Komputer <i>Computer Application</i>	Sangat Baik <i>Excellent</i>	Baik <i>Good</i>	Cukup <i>Fair</i>	Kurang <i>Poor</i>	Sangat Baik <i>Excellent</i>	Baik <i>Good</i>	Kurang <i>Fair</i>	Cukup <i>Poor</i>

\*) Beri tanda 'X' pada kolom yang sesuai

\*) Give 'X' sign to the appropriate column

**IV. KEGIATAN ORGANISASI/SOSIAL**  
**ORGANIZATIONAL/SOCIAL ACTIVITIES**

Nama Organisasi <i>Name of Organization</i>	Bidang <i>Field</i>	Periode (Dari - Sampai) <i>Period (From - Until)</i>			Keterangan <i>Remarks</i>
			-		
			-		
			-		
			-		
			-		
			-		

**V. PENGALAMAN BEKERJA**  
**WORKING EXPERIENCE**

Mohon mulai diisi dari pekerjaan terakhir  
*Please fill in descending order, starting from your current / latest employment*

Nama Perusahaan <i>Company Name</i>			
Bidang Perusahaan <i>Company Industry</i>	Pendapatan Perusahaan <i>Company Annual Sales</i>		
Jabatan <i>Position</i>	Jumlah Anak Buah <i>Total Subordinate (s)</i>		
Dari (Bln/Thn) <i>From (mm/yy)</i>	Sampai (Bln/Thn) <i>Until (mm/yy)</i>		
Tugas & Tanggung Jawab <i>Duties &amp; Responsibilities</i>			
Gaji Pokok <i>Current Basic Salary</i>	Tunjangan Makan <i>Meal Allowance</i>		
Tunjangan Transportasi <i>Transport Allowance</i>	Tunjangan Bensin <i>Gasoline Allowance</i>		
Tunjangan HP <i>Cellphone Allowance</i>	Tunjangan Kendaraan <i>Car Allowance</i>		
Kendaraan Dinas <i>Company Operational Car</i>	Program Kepemilikan Mobil <i>Car Ownership Program</i>		
Tunjangan Kesehatan <i>Medical Coverage</i>	Bonus <i>Award</i>		
Insentif <i>Incentive Scheme</i>			
Alasan Berhenti <i>Reason for Leaving</i>			

Mohon jelaskan posisi Saudara pada pekerjaan tersebut melalui diagram organisasi pada kotak berikut  
*Please draw your current/latest position as part of the organizational chart in the box below*





**IX. INFORMASI LAIN**  
**OTHER INFORMATIONS**

Apa saja hobi/kegemaran Saudara?  
*What is your hobby?*

Apakah Saudara memiliki kepemilikan atau keterikatan dengan perusahaan lain?  
*Are you holding directorship or any other appointment in another company?*

Apakah Saudara pernah terlibat dalam kasus tindakan kejahatan? Jika ya, jelaskan  
*Have you ever been involved in a criminal case? If yes, please explain*

Apakah Saudara bersedia untuk ditempatkan di kota lain? Jika tidak, jelaskan alasannya  
*Are you ready to be placed in other cities? If no, please explain*

Apakah Saudara bersedia melakukan perjalanan dinas ke kota lain? Jika tidak, jelaskan alasannya  
*Are you ready to travel to other cities? If no, please explain*

Apakah Saudara memiliki keluarga, kerabat, atau teman yang bekerja di PT DAIKIN AIRCONDITIONG INDONESIA / DAIKIN PROSHOP DEALER? Sebutkan

*Do you have any relatives, friends or acquaintances working at PT DAIKIN AIRCONDITIONG INDONESIA / DAIKIN PROSHOP DEALER? Please State*

Apakah Saudara pernah melamar ke PT DAIKIN AIRCONDITIONG INDONESIA / DAIKIN PROSHOP DEALER sebelumnya? Jika ya, kapan dan untuk posisi apa?

*Have you applied for any employment at PT DAIKIN AIRCONDITIONG INDONESIA / DAIKIN PROSHOP DEALER before? If yes when? And for what position?*

Berapa gaji minimal yang Saudara inginkan & fasilitas-fasilitas apa yang Saudara inginkan selain gaji?  
*How much is your minimum required salary & what benefits / facilities that you want aside from salary?*

Jika Saudara diterima, kapan Saudara dapat mulai bekerja?  
*If you are accepted, when you can start working?*

Dengan ini Saya menyatakan bahwa semua data yang Saya tuliskan di atas adalah benar. Saya menyadari bahwa ketidakjujuran mengenai data-data di atas dapat mengakibatkan pembatalan atau pemutusan hubungan kerja dari pihak perusahaan

*I declare that all information given herein is true and correct. I understand that any misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the Company's service if I have been employed*

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Tanda Tangan & Nama Jelas

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**Please answer the questions below in English and in detail and clearly**

Explain your English communication skills? Explain in detail.

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Explain your experience regarding the position you are applying for.

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Explain the type of company, core business and products produced where you previously worked

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What is your best achievement during your work (achievement / improvement)

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How do you communicate with colleagues, superiors and subordinates.

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Explain the difficulties you have experienced at work and how to solve the problems

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What do you think about Japanese companies and work culture in Japanese companies

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Daikin is a newly founded company, if you join, what will you do?

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