

EMPLOYEE BIODATA

Needs

<input type="checkbox"/>	Apply For Job
<input type="checkbox"/>	Assessment
<input type="checkbox"/>	Data Change

Applied Position
Current Position

Date of Filling / /

A. PERSONAL IDENTITY

Full Name			
Nick Name			
Permanent Address (KTP)			
Current Address			
Handphone Number		WA Number	
Email Address			
Gender	Men/woman	Status	Single/Married
Place & Date of Birth			
Religion			
Hobby/Sports			
Ethnic			

PHOTO

B. FORMAL EDUCATION

Stage	Institution	Location	Majors	Grad. Year / IPK

C. NON FORMAL (Course/Seminar)

Course/Seminar Name	Institution	Location	Periode	Financing

D. ORGANIZATIONAL ACTIVITY

Organization Name	Location	Period	Position	Information

E. FOREIGN LANGUAGE SKILLS

Language Types	Listening	Speaking	Reading	Writing	
					A. Very Good
					B. Good
					C. Enough
					D. Less

F. Write down your ability in using the following program and rate your level of mastery (* for Animation applicants only)

Program Name	Rate 1 - 10
Autodesk MAYA	
Adobe Photoshop	
Substance Painter	
Adobe After Effect	
MAYA Python	

G. Write down any other computer programs you use & rate your level of mastery

Program Name	Rate 1 - 10

H. WORKING EXPERIENCE (Describe from the last work experience sequence)

1. Company Name :		Year		Salary (per month)	
Company Phone :		From	Until	Early	End
Position	Name and Tittle of Head	Number of Subordinates			
Job Description :					
Resign Reason :					
2. Company Name :		Year		Salary (per month)	
Company Phone :		From	Until	Early	End
Position	Name and Tittle of Head	Number of Subordinates			
Job Description :					
Resign Reason :					
3. Company Name :		Year		Salary (per month)	
Company Phone :		From	Until	Early	End
Position	Name and Tittle of Head	Number of Subordinates			
Job Description :					
Resign Reason :					
4. Company Name :		Year		Salary (per month)	
Company Phone :		From	Until	Early	End
Position	Name and Tittle of Head	Number of Subordinates			
Job Description :					
Resign Reason :					

5. Information regarding Compensation & Benefits

The last salary you received :

The last perks you receive :

Your expected salary :

Your expected perks :

I. Write your portfolio website address (* for animation applicants only)

URL 1	
URL 2	
URL 3	

J. Write down your abilities and skills, and give them 1-10 with a 1 for the lowest score and 10 for the highest score

Expertise/Ability	Rate 1 - 10

K. Mention your best awards / achievements

Awards	Institution	Period	Information

L. Name of your previous co-worker / supervisor who is able to describe your job

Name	Handphone Number	Work/Company	Relationship

M. Family

	NO	NAME	AGE	EDUCATION	PROFESSION
Biological Father					
Biological Mother					
Siblings	1				
(Including Yourself)	2				
	3				
	4				
	5				

N. STATUS BAGI YG SUDAH MENIKAH

	NO	NAME	AGE	EDUCATION	PROFESSION
Husband/Wife					
Biological Child	1				
	2				
	3				
	4				

Describe your organizational structure and position in the current / last company

O. QUESTIONS

	YES	NO	INFORMATION
1. Have you been sick for more than 7 days in a row the last two years ? If so, describe the disease			
2. Have you ever done a psychological test ?			
3. Have you ever done the MCU ? When ?			
4. Have you ever been involved in a criminal / political case that caused you to be detained by the police or sentenced ? If so, please explain			
5. Do you have a private vehicle ?			
6. Do you have acquaintances / family who are or have been working within the group PT. Hidayah Insan Mulia?			
7. Where do you find out about job vacancies at PT. Hidayah Insan Mulia?			
8. What is the reason you apply at PT. Hidayah Insan Mulia?			
9. Why should we accept you to work in this position?			
10. Why do you want to work in this position?			
11. If accepted, when did you start working?			
12. Briefly describe what you know about the duties and responsibilities of the position for which you are applying?			
13. Family members who can be contacted under circumstances emergency	Name	Relationship	Phone Number
14. What are your strengths and weaknesses? (specify at least 3)			
Strength :	Weakness :		
I hereby certify that the information I provide on this form complete and correct. I understand if there is data forgery there will be results work termination. I authorize the Company to research the information that I provide regarding condition, reputation, work background and my education includes a criminal record if needed.			Tangerang,, 20 ... Name

