

(Please Upload Your Picture)

*(Confidential)*

# CANDIDATE INFORMATION

Please fill in this form completely in order to be further processed.

**Position Applied/Duty Station : Date :**

PROFILE

*Describe yourself in maximum 6 line*

## PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | |  | |
| Sex | |  | |
| Place, Date of Birth | |  | |
| Religion | |  | |
| Identity No (KTP) | |  | |
| Marital Status | |  | |
| How many children | | (If any) | |
| Current Address: | | | Permanent Address: |
| Own house Rented house Parents Others | | | Own house Rented house Parents Others |
| Phone No. |  | | |
| Email |  | | |

### EDUCATION BACKGROUND

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period** | **Schools / Universities** | **Major** | **GPA** | **Degree** |
|  |  |  |  |  |
|  |  |  |  |  |

### SEMINAR/COURSE/AWARD

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Topic** | **Organizer & Location** | **Certificate (Yes/No)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## WORKING EXPERIENCE

***Write down your working experience which corresponded with GNI qualiafication***

***\* Fill from current, previous to first position***

Your last monthly salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Your minimum salary expectation with GNI: \_\_\_\_\_\_\_\_\_\_ \_\_\_

Negotiable: Yes No

|  |  |
| --- | --- |
| Company Name |  |
| Period |  |
| Position |  |
| Business Type |  |
| Number of Sub-Ordinates | persons |
| Job Description |  |
|  |
|  |
|  |
|  |
| Reason for leaving |  |
| Last Salary |  |

|  |  |
| --- | --- |
| Company Name |  |
| Period |  |
| Position |  |
| Business Type |  |
| Number of Sub-Ordinates | persons |
| Job Description |  |
|  |
|  |
|  |
|  |
| Reason for leaving |  |
| Last Salary |  |

***\* You can add the table as much as you need***

## ADDITIONAL INFORMATION

SOCIAL ACTIVITIES / ORGANIZATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period** | **Name of Organization** | **Place** | **Position** | **Activities** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

SKILLS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Language** | **Reading** | **Writing** | **Speaking** | **Understanding** |
|  |  |  |  |  |
|  |  |  |  |  |

**Notes:** **E** = Excellent, **G** = Good, **F** = Fair, **P** = Poor

|  |  |
| --- | --- |
| 2. Computer ability | -  -  - |
| **3. Relevant Competency & Expertise** | -  -  - |
| **Interest / Hobby** | -  - |

## REFERENCES (Minimum 3)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| Addresses |  |  |  |
| Relationship |  |  |  |
| Phone Number |  |  |  |
| Email |  |  |  |

|  |  |
| --- | --- |
| Do you have any relatives who works for GNI? | If yes, please write down the name and the relationship? |
| How do you know about this vacancy?  Devjobs KerjaNGO JobsDB Campus Others: | |
| When are you avalaible to join with us? (Date Period) | |
| Do you smoke? (Yes/No) | |

**QUESTIONS:**

1. What do you know about Yayasan Gugah Nurani Indonesia?
2. What is your motivation to apply for the position with GNI?
3. What is your strength and weakness point, describe them (at least 3 for each item) ?
4. Are you willing to be posted in any area of GNI Office ?