



APPLICATION FOR EMPLOYMENT

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Telp. +62 (21) 47882288. Fax. +62 (21) 4788 2288

To Applicant	We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications	Photo (3x4)
	A clear understanding of your background and work history will help us in orienting you to the position that best meets your qualifications and may assist us in possible future development	

FOR OFFICE USE

Full Name : _____

Present Address : _____

Permanent Address : _____

KTP/ Passport No : _____ Valid Until : _____

Mobile Number : _____ Home Phone : _____

Email Address : _____

Religion : _____

Place and Date of Birth : _____ (DD/MM/YYYY)

Sex : Male / Female

Marital Status : Single / Married / Divorce, widowed, sparated

Nuclear Family :

	Name	Age	Education	Occupation
Spouse				
Child 1				
2				
3				

Extended Family :

	Name	Age	Education	Occupation
Spouse				
Father				
Mother				
Sibling 1				
2				
3				
4				
5				

Do you have any siblings who are working with Global Sevilla School?

YES

NO

Have you ever followed recruitment process in Global Sevilla School?

YES

NO
When?

If yes, how many times? _____

WORK INTEREST

Position applied for : _____

Why do you choose this position? _____

How do you know about this vacancy?

Website / Advertisement/ Apply Spontaneously

Others _____

Other position (s) for which you consider to be qualified :

_____ or _____

Monthly salary expected (Take Home Pay) : Rp. _____

Work location preferred : _____

If your application is considered favorable, on what date will you be available to start working with GLOBAL SEVILLA SCHOOL? _____

EDUCATION BACKGROUND

School	From-To	Name and Location of School	Major Course	GPA
Jr. High				
Sr. High				
Academy				
Bachelor				
Master				
PhD				

FOREIGN LANGUAGE SKILLS

Language	Read	Write	Speak
English			
Mandarin			

F=Fair

G=Good

V=Very Good

E=Excellent

TRAINING/ COURSE/ APPRENTICESHIP RECORDS

Kind of Training/ Course/ Apprenticeship	From - To	Organized by	Location

EMPLOYMENT RECORDS

List present
and past

1

Period : _____ / _____ / _____ To _____ / _____ / _____

Company : _____

Type of Business : _____

Starting Position : _____

Current Position : _____

Starting Salary : _____ Salary at Leaving _____

(Gross/net)

Number of employees supervised (if any) : _____

Brief description of activities (in the last position) : _____

2

Period : _____ / _____ / _____ To _____ / _____ / _____

Company : _____

Type of Business : _____

Starting Position : _____

Current Position : _____

Starting Salary : _____ Salary at Leaving _____

(Gross/net)

Number of employees supervised (if any) : _____

Brief description of activities (in the last position) : _____

3

Period : _____ / _____ / _____ To _____ / _____ / _____

Company : _____

Type of Business : _____

Starting Position : _____

Current Position : _____

Starting Salary : _____ Salary at Leaving _____

(Gross/net)

Number of employees supervised (if any) : _____

Brief description of activities (in the last position) : _____

EMPLOYMENT RECORDS

List present and past

4

Period : _____ / _____ / _____ To _____ / _____ / _____

Company : _____

Type of Business : _____

Starting Position : _____

Current Position : _____

Starting Salary : _____ Salary at Leaving _____

(Gross/net)

Number of employees supervised (if any) : _____

Brief description of activities (in the last position) : _____

5

Period : _____ / _____ / _____ To _____ / _____ / _____

Company : _____

Type of Business : _____

Starting Position : _____

Current Position : _____

Starting Salary : _____ Salary at Leaving _____

(Gross/net)

Number of employees supervised (if any) : _____

Brief description of activities (in the last position) : _____

6

Period : _____ / _____ / _____ To _____ / _____ / _____

Company : _____

Type of Business : _____

Starting Position : _____

Current Position : _____

Starting Salary : _____ Salary at Leaving _____

(Gross/net)

Number of employees supervised (if any) : _____

Brief description of activities (in the last position) : _____

ACTIVITIES AND HOBBIES

Membership of professional Association :

Hobbies and Sports :

Social Activities :

PERSONAL REFERENCES (Former Employers or Lecturers)

Name : _____

Occupation : _____

Mobile Number : _____

Email Address : _____

Address : _____

Name : _____

Occupation : _____

Mobile Number : _____

Email Address : _____

Address : _____

ADDITIONAL INFORMATION (If Any)

The facts stated in this application for employment are true and complete to the best of my knowledge and belief. I understand that false information in this application shall be considered sufficient for dismissal from employment.

Date : _____ Applicant's Signature : _____

N.B.: Please supply documentary evidence which supports the statements you made above. Do not, in any event, submit the originals of references, testimonials, certificates or diplomas, unless they have been obtained for the sole use of Global Sevilla School.

Photographs and documents are non-returnable and shall thereafter be deemed to be the property of Global Sevilla School.