|  |
| --- |
| ***Personal Data*** |
| **First Name:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Latest photograph |
| **Last Name:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Nickname:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Religion:** |  | Moslem |  | Buddhist |  | Hindu |  | Christian |  | Catholic |
| **Marital Status:** |  | Single |  | Married |  | Divorced | **Number of Children:** |  |  |  |
| **KTP# (Indonesia ID):** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Date of Marriage:** | **D** | **D** | **M** | **M** | **M** | **Y** | **Y** |
| **BPJS Kesehatan ID:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Birth Date:** | **D** | **D** | **M** | **M** | **M** | **Y** | **Y** |
| **NPWP# (Indonesia Tax):** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Gender:** |  | Male |  | Female |
| **Home Address (according National ID) :** |  |
| **Correspondence Address (if different with National ID):** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Postal Code |  |  |  |  |  |  |  |
|  |
| **Contact #:** | Home | **62** | **-** |  |  |  |  | **-** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Country Code | Area Code | Phone Number 1 | Phone Number 2 |
| Mobile | **62** | **-** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Country Code | Mobile Number 1 | Mobile Number 2 |
| **Personal Email:** |  |
|  |
| *Parents Information (if applicable)* |
| Father’s Name |  |
| Mother’s Name |  |
| Contact Information (Home/Mobile phone number) |  |

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| *Information of Spouse (if applicable)* |
| Spouse Name |  |
| Occupation |  |
| Date of Birth |  |
| Contact Information (Home/Mobile phone number) |  |
|  |
| *Information of Children (if applicable)* |
| Child Name |  |
| Date of Birth |  |
| Gender |  |
| Child Name |  |
| Date of Birth |  |
| Gender |  |
| Child Name |  |
| Date of Birth |  |
| Gender |  |
| Child Name |  |
| Date of Birth |  |
| Gender |  |
| Child Name |  |
| Date of Birth |  |
| Gender |  |
| *Emergency Contact Information*  |
| Emergency Contact Name |  |
| Relationship |  |
| Address  |  |
| Phone Number |  |

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| *Education Background (starting from Diploma or Bachelor Degree)* |
| College/University Name |  |
| College Location (City and Country) |  |
| Degree Type (Diploma/Bachelor/Master, etc) |  |
| Graduation Date |  |
| Major |  |
| College/University Name |  |
| College Location (City and Country) |  |
| Degree Type (Diploma/Bachelor/Master, etc) |  |
| Graduation Date |  |
| Major |  |
| College/University Name |  |
| College Location (City and Country) |  |
| Degree Type (Diploma/Bachelor/Master, etc) |  |
| Graduation Date |  |
| Major |  |
|  |
| *Employment History (no need to state if employment type was freelance or internship)* |
| Company |  |
| Company Location and Phone Number |  |
| Period |  |
| Last Position/Title |  |
| Reason for Leaving |  |
| Reference Name and Position |  |
| Reference Contact (Phone Number) |  |
| Company |  |
| Company Location and Phone Number |  |
| Period |  |
| Last Position/Title |  |
| Reason for Leaving |  |
| Reference Name and Position |  |
| Reference Contact (Phone Number) |  |
| Company |  |
| Company Location and Phone Number |  |
| Period |  |
| Last Position/Title |  |
| Reason for Leaving |  |
| Reference Name and Position |  |
| Reference Contact (Phone Number) |  |
| Company |  |
| Company Location and Phone Number |  |
| Period |  |
| Last Position/Title |  |
| Reason for Leaving |  |
| Reference Name and Position |  |
| Reference Contact (Phone Number) |  |

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| *References (List of reference who know your work performance and personal qualifications, within the last 5 years)* |
| Sources | **Direct Supervisor****at previous company** | **HR Department****at previous company** | **Colleague** |
| Name |  |  |  |
| Position |  |  |  |
| Company |  |  |  |
| Phone Number |  |  |  |
| Year acquainted |  |  |  |

***Relative Working in Payfazz (Permanent/Contract/Temporary staff/Intern) (if applicable)***

*(Relatives are defined as: spouse, child, parent, brother/sister, uncle/aunt, cousin, nephew/niece, parents’ in-law, brother/sister in-law, son/daughter in-law)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Do you have any relative working in PT. Payfazz Teknologi Nusantara?** |  |  | Yes |  | No |

**If yes, please state the name, relationship and division/position :**

***Outside Activities/Affiliations: Company Names & addresses of affiliations (if applicable)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Do you have any outside activities/affiliations besides employment with Payfazz?** |  |  | Yes |  | No |

**If yes, please fill information below :**

|  |  |
| --- | --- |
| Company/Organization/Entity Name |  |
| Position |  |
| Type (Profit/Non-Profit) |  |
| Do you receive income from this activity? |  |
| Company Address |  |

**BACKGROUND CHECK:**

**I understand that I have been offered employment with PT. Payfazz Teknologi Nusantara and its subsidiaries and affiliates (“the Corporation”) that will allow me access to highly sensitive information concerning the Corporation’s technology and systems. As a condition of continuing my employment, I hereby consent to the Corporation’s conducting a background information review of my employment and education experience. This review will include, but not limited to, a copy of my most recent performance evaluation, most recent security clearances (if applicable) and a discussion with my previous / current employer (s) concerning my professional qualifications, work performance, and ethical standards.**

**I authorize the contacts listed on Employment Background section to provide the Corporation with any requested information about my previous employment. I hereby waive any claims against the Corporation and its current / former officer, directors, and employees for performing the background information review. I understand the Corporation has sole discretion to determine the eligibility for employment.**

**PERSONAL DATA AUTHORIZATION**

I fully understand and accept that upon my employment started at PT. Payfazz Teknologi Nusantara, information regarding my personal circumstances, background, employment, credit experience, service record and other personal data may be shared between and among the branches, subsidiaries, vendors and affiliates of PT. Payfazz Teknologi Nusantara. By signing this form, I expressly manifest my consent to Payfazz's collection, storage, processing, dissemination or use of my Personal Data for all purposes relating to Payfazz's or its affiliated companies' including vendors’ administration of its human resources policies and programs.

**I certify that all statements made in this form, to the best of my knowledge, are true. I have not knowingly withheld any fact or circumstances, which would, if disclosed, affect my employment unfavorably. I understand that any false information on this employment form will be sufficient cause for termination at any time. I also authorize PT. Payfazz Teknologi Nusantara to check/verify any information contained in this form.**

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|  |  |  |
| **Employee Name** | **Employee Signature** | **Date** |