Please attach your recent photograph here

**A. Professional**

**1. Job position/applying for:**

**2. Full Name:**

**3. Academic Record** (start with the university down to elementary school):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of the Institution,**  **location & official website (if any)** | **Degree/ Level** | **Subject / major of study** | **Passing Year** | **Grade/GPA** |
| A |  |  |  |  |  |
| B |  |  |  |  |  |
| C |  |  |  |  |  |
| D |  |  |  |  |  |
| E |  |  |  |  |  |

**4. Employment Record (start with the current or most recent job):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Organization** | **Duration** | | **Length of employment**  *(In years & months)* | **Designation / Position** | **Reason for leaving** |
| **From**  *(mm/yy)* | **To**  *(mm/yy)* |
| A |  |  |  |  |  |  |
| **Mention & elaborate at least 3 of your key tasks & responsibilities in this position:** | | | | | | |
| B |  |  |  |  |  |  |
| **Mention & elaborate at least 3 of your key tasks & responsibilities in this position:** | | | | | | |
| C |  |  |  |  |  |  |
| **Mention & elaborate at least 3 of your key tasks & responsibilities in this position:** | | | | | | |
| D |  |  |  |  |  |  |
| **Mention & elaborate at least 3 of your key tasks & responsibilities in this position:** | | | | | | |

[Please add additional row(s), if necessary]

**5. Total length of experience relevant to the position for which you are applying (this position) ... years ... months**

**6. Explain the reason(s) for gap in service (if any and if more than three months):**

**7. Your current/last drawn gross monthly salary (in IDR and before tax):**

**8. Training(s) Record:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Title/Subject of Training** | **Period & duration of the training** | **Provided by**  *(Include the name of the institution, location, and its website, if applicable)* |
| 1 |  |  |  |
| 2 |  |  |  |

[Add additional row(s), if necessary]

**9. Language skills:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Language** | **Writing** | | | | **Speaking** | | | |
| Average | Good | Very  Good  (Fluent) | Excellent  (Mother tongue) | Average | Good | Very  Good  (Fluent) | Excellent  (Mother tongue) |
| **1** | **English** |  |  |  |  |  |  |  |  |
| **2** | **Bahasa Indonesia** |  |  |  |  |  |  |  |  |
| **3** | **German** |  |  |  |  |  |  |  |  |
| **4** | **French** |  |  |  |  |  |  |  |  |
| **5** | **Italian** |  |  |  |  |  |  |  |  |
| **6** | **Other:**  ………….. |  |  |  |  |  |  |  |  |

[Add additional row(s), if necessary]

**10. Computer skills: Ms-Word  Ms-Excel  Ms-PowerPoint  Ms-Outlook  SAP**

**Other, please specify: ….**

**11. Any other relevant special skills:**

**12. List of publication(s)/Report(s), (If any):**

**13. Any special achievement/distinction:**

**B. Personal**

|  |  |
| --- | --- |
| **1. Your Full name:**  **2. Your nick name, if any:**  **3. Your Date of birth**  **4. Sex:**  **5. Nationality:**  **6. Marital Status:**    **7. Your spouse’s name:** | **8. Number and age of children:**  **9. E-mail:**  **10. Mobile phone number:**  **11. Type of Driver license (if any, please specify):**  **12. KTP / Passport no.:**  **13. Home address (current):** |

**15. Is your spouse in employment/working?** If yes, please provide details (name of company/institution, his/her position)**:**

**16. Have you ever applied for a job with the Embassy of Switzerland? If yes, please give details:**

**17. Do you have a family member or are you related to someone who is currently working with the Embassy of Switzerland? If yes, please specify:**

**18. In your professional career were you ever terminated on disciplinary ground? If yes, give details:**

**19. Were you ever convicted of a criminal offence? If yes, give details:**

**20. Address (including contact no. & email):**

|  |  |
| --- | --- |
| **Permanent Address** | **Mailing Address** *(if different)* |
|  |  |

**21. Reference (with full contact details including mobile phone and email). Ideally this would be your previous line manager** *(Please note that by providing a reference, you authorize the Embassy to contact them to verify the information provided in your application. You understand that the Embassy may contact them by telephone, email or other means of communication):*

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
|  |  |

**22. How did you learn about this job vacancy?**

**Embassy’s Website  LinkedIn  Instagram  Newspaper  Others  \_\_\_\_\_\_\_\_\_** (please specify)

**23. Authentication:**

**Do you certify that the above information is true and correct?  Yes  No**

**Applicant’s Signature: .................................................................... Date: ...................................**