Please attach recent passport-size photograph here

**A. Professional**

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

**2. Name:**

**3. Academic Record (start with highest degree):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of the Institution** | **Degree/ Level** | **Subject / major of study** | **Passing Year** | **Grade/GPA** |
| A |  |  |  |  |  |
| B |  |  |  |  |  |
| C |  |  |  |  |  |
| D |  |  |  |  |  |

[Add additional row(s), if necessary]

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Organization** | **Duration** | | **Designation / Position** | **Reason for leaving** |
| **From** | **To** |
| A |  |  |  |  |  |
| **Mention/elaborate 3-5 of your key responsibilities:** | | | | | |
| B |  |  |  |  |  |
| **Mention/elaborate 3-5 of your key responsibilities:** | | | | | |
| C |  |  |  |  |  |
| **Mention/elaborate 3-5 of your key responsibilities:** | | | | | |

[Add additional row(s), if necessary]

**5. Total length of relevant experience for the job position you are applying for: … years … month**

**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):**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Title/Subject of Training** | **Duration** | **Provided by** | **Location** |
|  |  |  |  |  |
|  |  |  |  |  |

[Add additional row(s), if necessary]

**9. Language skills:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Language** | **Writing** | | | | **Speaking** | | | |
|  |  | **Average** | **Good** | **Very**  **Good** | **Excellent** | **Average** | **Good** | **Very**  **Good** | **Excellent** |
|  | **English** |  |  |  |  |  |  |  |  |
|  | **Bahasa Indonesia** |  |  |  |  |  |  |  |  |
|  | **French** |  |  |  |  |  |  |  |  |
|  | **German** |  |  |  |  |  |  |  |  |
|  | **Italian** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

[Add additional row(s), if necessary]

**10. Computer skills: Ms-Word  Ms-Excel  Ms-PowerPoint  Ms-Access  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. Full name:**  **2. Father’s name:**  **3. Mother’s name:**  **4. Date of birth:**  **5. Sex:**  **6. Nationality:**    **7. Marital Status:** | **8. Number and age of children:**  **9. Disability (if applicable):**  **10. Home address :**  **11. E-mail:**  **12. Phone number:**  **13. Driver license (if any, please specify):**  **14. KTP / Passport no.** |

**15. Is your spouse in employment? If yes, please provide details:**

**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** |
|  |  |

**21. Reference (with full contact details and email). Ideally that would be current and previous direct supervisor:**

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

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

**FDFA Website  Newspaper  LinkedIn  Job Posting Site  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(which one?)**

**Others  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify)**

**23. Authentication:**

**Do you certify with full confidence that the information provided above are authentic and accurate?**

**Yes  No**

**Signature: ....................................................................... Date: ...................................**