



Sets the Standards and Beyond

JOB APPLICATION

Date of Application: _____

PRIVATE AND CONFIDENTIAL

PERSONAL INFORMATION

Full Name		Nick Name	
Place, Date of Birth		Age	
Marital Status		ID/Passport No.	
		Religion	

KTP Address		Current Address	
Email		Phone No.	
Emergency Contact No		Name and Relation	(for emergency contact)

FAMILY INFORMATION

Family Member	Name	Date of Birth	Occupation
Father			
Mother			
Sibling (1)			
Sibling (2)			
Sibling (3)			

Husband/Wife			
Child (1)			
Child (2)			

*The table may be adjusted as needed

POSITION

Employment Type	Internship / Employee / Contract*	Position Applying for	
Preference Location	Jakarta / Surabaya*	Expected Salary (IDR)	
Date availability (from and to)		Source of Information for this job	

*please choose one or more

LATEST EDUCATION

Institution Name	Location	Major / Program	Start - Graduation Date Current semester (if still enrolled in university)	Type of Degree	GPA

TRAINING / WORKSHOP / COURSES / SEMINAR ATTENDED

Program Name	Institution	Date (Month and Year)

*The table may be adjusted as needed

PROFESSIONAL EXPERIENCES (INTERNSHIP / FREELANCE HISTORY)

Employer's Name & Address	Position & Responsibilities	Duration (from/to)	Monthly Salary	Reason of Leaving

*The table may be adjusted as needed

OTHER INFORMATION

Skills & Interest	Skills & Interest

LANGUAGE ABILITY

Language	Speak			Read			Write		
	Fair	Good	Excellent	Fair	Good	Excellent	Fair	Good	Excellent

*The table may be adjusted as needed

REFERENCES

Name	Institution	Email	Phone Number

BEHAVIOR BASED QUESTIONS

Questions	Your Answer
What made you apply for this role at our company?	
What kind of task do you enjoy the most, and why? Please share a real example.	
Tell us about a time when you faced a conflict or disagreement in a team. Please explain your answer using the STAR method.	
What would make you want to stay in a company for a long time?	
Throughout your work experience, who were your direct supervisors? Please share their roles or job levels in each position you've held.	
If accepted, what would you hope to learn or achieve at DDTC?	
Are you currently studying? If so, does your class schedule conflict with work hours or possible overtime?	
Where do you see yourself in the next 2–5 years, in terms of your career or education goals?	

I certify that the information stated above is true to the best of my knowledge.

Signature : _____

Applicant's Name : _____

Date : _____

Please ensure that the following documents are enclosed

- ☐ Resume/CV
- ☐ Graduation Certificate or SKL (if any)
- ☐ Academic Transcript
- ☐ Cover Letter
- ☐ Other Certificates
- ☐ Photo