

BAUMA®

9TH FLOOR, MENARA DEA 2, KAWASAN MEGA KUNINGAN
KAV. E4.3 NO. 1-2, JL. MEGA KUNINGAN BARAT, JAKARTA 12950, INDONESIA
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STANDARD JOB APPLICATION FORM

(FOR INDONESIAN CITIZEN ONLY
AND APPLICATION LETTER IS NOT RETURNABLE)

TO : HRD DEPARTMENT

COMPANY THAT I AM INTERESTED TO WORK FOR :

POSITION THAT I WANT / APPLY : 1.

OR 2.

DEAR SIR/MADAMS,

BY WRITING AND SENDING THIS COMPANY'S STANDARD JOB APPLICATION FORM TO THE COMPANY, IT MEANS :

- I UNCONDITIONALLY AGREE AND CONFIRM THAT I HAVE GIVEN TO THE COMPANY, ANY OTHER BAUMA COMPANY WITHIN BAUMAGROUP, AND ANY ASSOCIATE COMPANY ("BAUMAGROUP" *), ANY AND ALL PERSONAL AND PROFESSIONAL DATA AND INFORMATION AND ANY OTHER ADDITIONAL REQUESTED PERSONAL AND PROFESSIONAL DATA AND INFORMATION AS NEEDED BY THE COMPANY AND BAUMAGROUP BY WRITTEN OR ORAL FROM TIME TO TIME ("PARTICULARS") AS BEING COMPLETE AND CORRECT. I ALSO AGREE AND WILL AGREE AND CONFIRM THAT I WILL ABIDE MY SELF BY THE COMPANY'S RULES, COMPANY'S STANDARD OPERATING PROCEDURES AND THE COMPANY'S QUALIFICATION, TERMS AND CONDITIONS IN THIS "JOB APPLICATION FORM". I SWEAR THAT I HAVE TOLD THE COMPANY AND BAUMAGROUP, THE TRUTH, ALL THE TRUTH AND NOTHING BUT THE TRUTH.
- I UNCONDITIONALLY AGREE AND CONFIRM THAT ANY AND ALL THE PARTICULARS THAT I HAVE GIVEN AND SHALL GIVE TO THE COMPANY AND BAUMAGROUP FROM TIME TO TIME, ARE AND SHALL BE ALWAYS BE NON-CONFIDENTIAL AND NON-PROPRIETARY AND NON-CHARGEABLE.
- I UNCONDITIONALLY AGREE AND CONFIRM THAT THE COMPANY AND BAUMAGROUP NEVER PROMISE ME ANYTHING AND SHALL NEVER HAVE ANY DUTY, RESPONSIBILITY, LIABILITY, AND OBLIGATION TO ME DUE TO, OR AS A RESULT OF THE RECEIPT OF THE PARTICULARS BY THEM.
- I UNCONDITIONALLY AGREE AND CONFIRM TO GRANT THE RIGHTS, PERMISSION, PERPETUAL LICENSE AND FULL AUTHORITY TO THE COMPANY AND BAUMAGROUP WITHOUT ANY LIMITATION AND WITHOUT ANY POSSIBILITY TO REVOKE, THAT VALID WORLDWIDE AND WITHOUT ANY PROMISE AND OBLIGATION AND LIABILITY FROM THE COMPANY AND BAUMAGROUP TO PAY ME ANY FEE, ROYALTY, OR COMPENSATION, WHATSOEVER AND WHENEVER IT IS, TO USE, MULTIPLY, PRESENT, PUBLICLY DISCLOSE AND DISCUSS, SEND, DISTRIBUTE, INCORPORATE AND IF NOT, USE THE PARTICULARS AND ALL THE IDEA, CONCEPT, KNOWLEDGE, TECHNICAL AND NON-TECHNICAL DETAILS, IMAGE PICTURES, SOUND, TEXT, AND ANY OTHERS WHICH ARE IMPLICITLY/INHERENTLY INSIDE ALL THE FOREGOING PARTICULARS FOR THE SOLE COMMERCIAL AND NON-COMMERCIAL PURPOSE, BENEFIT AND PROFIT AND INTEREST OF THE COMPANY AND BAUMAGROUP.
- I UNCONDITIONALLY AGREE AND CONFIRM THAT ALL THE CONTENT OF THE PARTICULARS ARE TRUTHFUL AND THERE'S NOTHING THAT I HIDE FROM THE COMPANY AND BAUMAGROUP AND I SHALL GRATEFULLY GIVE THE COMPANY AND BAUMAGROUP ANY AND ALL THE EVIDENCES TO SUPPORT MY STATEMENT ABOVE IF NEEDED BY THEM FROM TIME TO TIME.
- I UNCONDITIONALLY AGREE AND CONFIRM THAT ALL THE PARTICULARS THAT I GIVE, AND SHALL GIVE TO THE COMPANY AND BAUMAGROUP FROM TIME TO TIME DO NOT AND SHALL NOT VIOLATE ANY AGREEMENT WITH ANY THIRD PARTY OR ANY INTELLECTUAL PROPERTY RIGHTS OWNED BY ANY PARTY, NOW OR IN THE FUTURE.
- I UNCONDITIONALLY AGREE AND CONFIRM THAT THERE WAS, IS AND SHALL BE NO COMMITMENT, PROMISE OR OBLIGATION FROM (i) THE COMPANY AND BAUMAGROUP (ii) AND THEIR OWNERS, COMMISSIONERS, DIRECTORS, MANAGERS, STAFFS, OFFICERS AND EMPLOYEES, CONSULTANTS CONTRACTORS OR AGENTS (IF THERE IS ANY) TO INTERVIEW ME OR APPOINT ME AS DIRECTOR, COMMISSIONER, MANAGER, STAFF, OFFICER, EMPLOYEE, CONSULTANT, CONTRACTOR OR AGENT OR OTHERS IN THE COMPANY AND OR BAUMAGROUP, BEFORE OR AFTER THE FILLING IN, WRITING, REVEALING/DISCLOSING, DELIVERY, HANDING-ON THE PARTICULARS TO THE COMPANY FROM TIME TO TIME.
- I UNCONDITIONALLY AGREE AND CONFIRM THAT IF THE COMPANY DECIDE TO EMPLOY ME THERE MAY BE A MAXIMUM OF 2X THREE MONTH PROBATION PERIOD SUBJECT TO THE COMPANY'S ABSOLUTE SOLE DISCRETION AND I MUST SIGN SPECIFIC EMPLOYMENT CONTRACT (SPKPP = SURAT PERJANJIAN KERJA PEKERJA PERUSAHAAN) AND CONFIDENTIALITY AND TRANSFER OF THE RIGHTS OF THE NEW INVENTIONS AGREEMENT (SPIRPHPB = SURAT PERJANJIAN INFORMASI RAHASIA DAN PENGALIHAN HAK PENEMUAN BARU) FIRST BEFORE I CAN START MY WORK IN THE FIRST DAY OF MY PROBATION PERIOD. AFTER I SHALL HAVE PASSED THE PROBATION PERIOD SUCCESSFULLY, I SHALL BECOME DIRECTOR, MANAGER, STAFF, OFFICER OR EMPLOYEE WITH THE TENURE IS SUBJECT TO THE TERMS AND CONDITIONS IN THE SPKPP. I FURTHER CONFIRM AND UNCONDITIONALLY AGREE TO PAY PENALTY TO THE COMPANY OF AS STIPULATED IN SPKPP IF I VIOLATE THE PROCEDURE WHEN I TENDER MY RESIGNATION FOR ANY REASON WHATSOEVER. I HEREBY AUTHORIZE AND GRANT THE POWER OF ATTORNEY TO THE COMPANY TO COLLECT THE PENALTY FROM MY NEW EMPLOYER IN THE CASE I FAIL TO PAY THE PENALTY TO THE COMPANY.
- I UNCONDITIONALLY AGREE AND CONFIRM THAT ALL THE FINANCIAL AND OTHER DAMAGES THAT MAY HAPPEN TO THE COMPANY AND BAUMAGROUP, OR TO THE OWNERS OR DIRECTORS OR COMMISSIONERS DUE TO OR AS RESULT OF THE INCORRECTNESS OR FALSE OR UNTRUTHFUL DATA AND INFO GIVEN BY ME OR THE VIOLATION OF MY STATEMENT BY ME, MAY CAUSE SEVERE DAMAGES TO THE COMPANY AND BAUMAGROUP AND THEREFORE I UNCONDITIONALLY AGREE AND CONFIRM TO SHALL INDEMNIFY AND FULLY PAY THEM, IN CASH AND FULL AMOUNT AT THE ABSOLUTE SOLE CALCULATION AND DECISION OF, AND AT THE FIRST WRITTEN REQUEST BY THE COMPANY.
- I UNCONDITIONALLY AGREE AND CONFIRM THAT ALL MY STATEMENT AND PROMISE AND ITS EXECUTION ARE SUBJECT TO, INTERPRETED AND GOVERNED BY THE INDONESIAN LAWS AND I FULLY AGREE WITH THE COMPANY TO CHOOSE THE PERMANENT AND FIXED DOMICILE AT THE PENGADILAN NEGERI JAKARTA PUSAT - INDONESIA.

YOUR FAITHFULLY,

NAME OF APPLICANT, SIGNATURE, RIGHT THUMB PRINT

PLACE AND DATE

BAUMAGROUP *) PLEASE SEE WWW.BAUMA.COM

1.	FULL NAME Please Underline Family Name							
	<div style="border: 1px solid black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;"> Photo 2 x 3 cm </div>	Signature		Initial				
		Right Thumb Print	Height / Weight					
			Color of hair :	Blood group :				
		Special birth mark :						
2.	CITIZENSHIP / P.R.		/					
3.	GENDER		<input type="checkbox"/> Male <input type="checkbox"/> Female					
4.	ID CARD		ID No	:	Enclosed copy			
			Driver Licence No.	:	Enclosed copy			
			Pasport No	:	Enclosed copy			
5.	PLEASE CIRCLE ONE OR SEVERAL MAJOR DISEASES OR HEALTH PROBLEMS THAT YOU CURRENTLY HAVE OR SUFFER FROM, OR HAD OR SUFFERED FROM IN THE PAST		HIV / AIDS / Heart / Liver / Hepatitis A, B or C / Typhus / Gastric Problem / Low Blood Pressure / High Blood Pressure Others :					
6.	EMPLOYMENT HISTORY		Name of Company	Title/Position	From	To	Last Salary	
	PLEASE ATTACH DETAILED JOB DESCRIPTION UNDER SEPARATE COVER	6.1						
		6.2						
		6.3						
		6.4						
		6.5						
		6.6						
		6.7						
		6.8						
		6.9						
7.	PLACE / DATE OF BIRTH							
8.	CURRENT ADDRESS		Phone :					
9.	EMAIL ADDRESS / MOBILE NO.							
10.	PARENTS		Father			Mother		
	Name							
	Home Address & Phone							
	Title / Position / Occupancy							
	Current / Last Name of Company / Employer							
	Company Address & Phone / Fax							
11.	SIBLINGS		Name	Male / Female	Age	Status	Title / Position	Job of Spouse
	11.1							
	11.2							
	11.3							
	11.4							
	11.5							
	11.6							
	11.7							
	11.8							
	11.9							

12. CONTACTS DURING EMERGENCY (accident, fainting, seriously sick, etc)		Name	Relation	Address / Phone					
	12.1								
	12.2								
	12.3								
13. RELIGION									
14. HIGHEST FORMAL EDUCATION	Year of Graduation :								
	Graduated from :								
15. MARRIAGE STATUS	Single / Married / Divorced								
16. WIFE / HUSBAND / IF ANY		Name			Latest Job				
	12.1								
	12.2								
	12.3								
	16.4								
17. CHILDREN / IF ANY (Please list in separate page if necessary)		Name	Male / Female	Date of Birth	Current Job				
	6.1								
	6.2								
	6.3								
	6.4								
	6.5								
	6.6								
	6.7								
	6.8								
	6.9								
18. YOUR INTEREST AND WORK DOMICILE									
1st choice of Title / Position / Occupancy									
2nd choice of Title / Position / Occupancy									
Total expected income during and after 3 month probation period									
Current salary / income and facility / fringe benefits									
1st choice of work domicile									
2nd choice of work domicile									
When you can start working									
BACKGROUND/ FORMAL EDUCATION	Name	Year	Faculty / Majoring in	Title					
Elementary School									
Secondary School									
High School									
College									
Academy									
University									
Others									
FOREIGN LANGUAGES	Reading			Writing			Spoken		
	G	F	B	G	F	B	G	F	B
1. English									
2. Chinese									
3. Japanese									
4. Korean									
5. Others									
									G : Good F : Fair B : Bad

OTHER EXPERTISE

1

2

3

4

Interest and outside work activity

Membership in the professional club / organization

Hobby

Social Activity

19. WHAT IS YOUR MAJOR MOTIVATION TO WORK IN THE COMPANY / BAUMAGROUP?**20. DO YOU UNCONDITIONALLY AGREE TO ABIDE BY COMPANY'S/BAUMA GROUPS' GENERAL AND SPECIFIC RULES AND POLICY ?** Yes No

Are you willing to do travel in the city, outside the city and overseas, extensively?

 Yes No

Are you willing to be stationed permanently anywhere in Indonesia/overseas or for a certain time, maximum of 1(one) year, as long as the Company wants?

 Yes No

If not, please give reason : _____

Normal office hour

Monday to Friday : 08.30 - 17.30 WIB

Break / Lunch time : 12.00 p.m - 13.00 WIB

Saturday - Sunday Public Holiday : Off

You must go to office, if necessary and needed by the Company

21. INTERVIEWED BY

Date / Time	Name / Title	Initial	Comments

OTHERS

GENERAL QUALIFICATIONS, TERMS & CONDITIONS >>>

1. YOU SHOULD BE INDONESIAN CITIZENS, HEALTHY MALES AND FEMALES, SINGLE/MARRIED/DIVORCED, AGE MAXIMUM 45 YEARS OLD, NO CRIMINAL RECORD, HAVE YOUR OWNED, AND CAN DRIVE, CAR AND MOTOR CYCLE WITH A STILL VALID DRIVER'S LICENSE A, AND OR B, AND OR C,
2. YOU MUST NOT BE AN ACTIVE/PASSIVE MEMBER/EMPLOYEE OF: (I) ANY POLITICAL PARTY AND OR (II) ANY EXTREME RELIGIOUS/BELIEFS, MASS, ETHNIC/RACE BASED, YOUTH/GANG CLUBS OR ASSOCIATIONS OR ORGANIZATIONS AND OR (III) ANY PROFIT, NON-PROFIT, SOCIAL OR COMMERCIAL ORIENTED ORGANIZATIONS AND OR (IV) ANY GOVERNMENT/SEMI-GOVERNMENT/PRIVATE/FOREIGN FUNDED ORGANIZATIONS REGARDLESS OF, WHETHER OR NOT THEY ARE OFFICIALLY, LEGALLY, KNOWINGLY, COMMERCIALY SET UP IN INDONESIA OR OTHER COUNTRIES WORLDWIDE. YOUR TIME, ENERGY AND EFFORTS SHOULD BE FULLY FOCUSED AND DEDICATED ONLY FOR THE COMPANY AND THE COMPANY SHALL HAVE THE FULL RIGHTS TO DEMAND YOUR 24/7 SERVICE AND DEDICATION, IF AND WHEN NECESSARY ON CERTAIN OCCASIONS FROM TIME TO TIME, DURING YOUR EMPLOYMENT/JOB CONTRACT WITH THE COMPANY.
3. YOU SHOULD BE COMMITTED IN KEEPING THE COMPANY AND BAUMA GROUP'S CONFIDENTIAL MATTERS AND TRADE SECRET ISSUES PROFESSIONALLY DURING AND AFTER THE EXPIRY OF THE SPECIFIC EMPLOYMENT CONTRACT (SPKPP = SURAT PERJANJIAN KERJA PEKERJA PERUSAHAAN) WITH THE COMPANY CONFIDENTIAL AT ALL TIMES;
4. YOU SHOULD HAVE BEEN EDUCATED ADEQUATELY IN INDONESIA OR OVERSEAS (MINIMUM DEGREE OF S1/BACHELOR DEGREE FOR DIRECTORS, MANAGERS, STAFFS AND OFFICERS, AND A MINIMUM DEGREE OF D1/D3 FOR EMPLOYEES).AT THE SAME TIME, YOU SHOULD HAVE IN-DEPTH EXPERIENCE AND SPECIALIZED KNOWLEDGE FOR THE ASSIGNED RESPONSIBILITIES FROM YOUR PREVIOUS JOBS TO ENABLE YOU TO PERFORM THE RESPONSIBILITIES GIVEN TO YOU IN AN EFFECTIVE AND PRODUCTIVE MANNER;
5. YOU SHOULD HAVE A PROVEN TRACK RECORD SHOWING YOUR COMPETENCY WITHIN YOUR FIELD OF EXPERTIZE WITH A DISCIPLINE WORK ETHICS, A SENSE OF RESPONSIBILITY AND STRONG WILL TO ACHIEVE RESULT, WITH A MINIMUM OF 5 YEAR EXPERIENCE IN THE RELATED FIELD;
6. YOU SHOULD HOLD A HIGH SENSE OF INTEGRITY, HONEST, TRUSTWORTHY AND RELIABLE WITH HIGH SENSE OF OWNERSHIP TO THE COMPANY AND BAUMA GROUP THAT IS ABLE AND WILLING TO COMMUNICATE FREELY TO THE COMPANY ON NEW BRILLIANT IDEAS AND AT THE SAME TIME EXPRESSANY PROBLEMS WITH A PRACTICAL SOLUTIONS; BOLD; PATIENT; PERSISTENT AND HARDWORKING WITH A "NEVER SAY DIE" ATTITUDE,
7. YOU SHOULD BE PROACTIVE AND AGGRESSIVE; STARTING DIFFERENT INITIATIVES AND INNOVATIONS TO ATTRACT AND SECURE NEW BUSINESS OPPORTUNITIES TO THE COMPANY; IN ESTABLISHING VITAL CONTACTS AND NETWORKS FOR THE COMPANY; IN INTRODUCING BETTER AND MORE EFFECTIVE WAYS TO DO BUSINESS THAT WILL REDUCE RISK, AND ENHANCE RETURN TO THE COMPANY IN THE COMING FUTURE,
8. YOU SHOULD BE ABLE TO FLUENTLY SPEAK AND WRITE IN THE ENGLISH LANGUAGE; AND POSSESS THE SKILLS NECESSARY TO USE SOFTWARE THAT ARE RELEVANT TO THE JOB,
9. YOU SHOULD BE WILLING; TO GIVE YOUR BEST EFFORT IN EVERY TASK, AND PROJECT ENTRUSTED; ABLE TO MANAGE AND CORRECT TECHNICAL AND/OR MANAGERIAL ISSUES IN AN EXCELLENT AND TIMELY MANNER,
10. YOU SHOULD BE A GO-GETTER THAT IS WILLING TO START FROM SCRATCH IMMEDIATELY,
11. YOU SHOULD BE HIGHLY SELF-CONFIDENT BUT NOT COMPLACENT AND/OR EASILY SATISFIED WITHIN YOUR COMFORT ZONE. YOU SHOULD BE AWARE THAT YOUR PREVIOUS EMPLOYMENT EXPERIENCES WITH OTHER/PREVIOUS COMPANIES ARE OFTEN IRRELEVANT TO THE COMPANY AND BAUMA GROUP. YOUR PERFORMANCE WILL SOLELY BE BASED ON THE MERIT SYSTEM EVALUATING YOUR ACTUAL CONTRIBUTION TO THE COMPANY AND BAUMA GROUP,
12. YOU SHOULD FALL INTO EITHER A "PIONEER" / "HUNTER" TYPE (THE ONES WHO CAN EASILY BREAK THE WALLS TO OPEN NEW OPPORTUNITIES), OR FROM A "SETTLER" / "FARMER" TYPE (THE ONES WHO DEVELOP AND GROW ALL THAT HAS BEEN EARNED, ACHIEVED AND ACCOMPLISHED BY THE COMPANY WITH ALL ITS GOOD RELATIONS AND NETWORKS WITH THE COMPANY'S CUSTOMERS AND BUSINESS RELATIONSHIP, FROM TIME TO TIME).
13. YOU SHOULD BE EAGER TO LEARN SOMETHING NEW, WHETHER OR NOT IT IS RELATED TO YOUR CURRENT JOB, DEPENDING UPON THE NEED OF THE COMPANY;
14. YOU SHOULD BE AN INDIVIDUAL AND A TEAM PLAYER SHARING THE SAME VISION, MISSION AND GOAL OF THE COMPANY AND BAUMA GROUP.
15. YOU SHOULD HAVE A HEALTHY RESPECT FOR YOUR SENIOR LEADERS, FELLOW COLLEAGUES PROFESSIONALLY AND PERSONALLY, UNLESS THEY ARE DOING SOMETHING THAT ARE ENDANGERING AND/OR JEOPARDIZING THE COMPANY AND BAUMA GROUP. YOU SHOULD BE SENSITIVE SO AS NOT TO OFFEND ANY INDIVIDUAL INSIDE AND OUTSIDE THE COMPANY AND BAUMA GROUP'S ORGANIZATIONS AROUND THE ISSUES OF ETHNIC, RACE, SECTARIAN, RELIGION, AND CULTURE.
16. YOU SHOULD EXTEND A COMMON COURTESY, BE POLITE AND PLEASANT WITH ANY OF THE COMPANY'S GOOD CUSTOMERS AND FELLOW COLLEAGUES.

SPECIFIC QUALIFICATIONS >>>

PLEASE WRITE IN DETAILS ABOUT YOUR SPECIALIZED AND IN-DEPTH EXPERTISE AND EXPERIENCE IN THE POSITION THAT YOU APPLY :

BAUMA® IS A REGISTERED TRADEMARK AND SERVICEMARK AND THE EXCLUSIVE PROPERTY OF PT BAUMA
