

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : AISHAH SYAFIQAH BINTI RADUAN

Preferred Name : AISHAH		Gender : Male [] Female [/]	
Old I/C No. : 970101-08-5152		New I/C No. : -	
Nationality : MALAY		Passport No. :	
Date of Birth : 1 JANUARY 1997		Place of Birth : HOSPITAL SUNGAI SIPUT (U), PERAK	
Age : 27		Marital Status : SINGLE	
Permanent Address (house) B60, KAMPUNG ULU KUANG, 31200 CHEMOR, PERAK.		Correspondence Address (mailing) Effective Until : _____	
Tel No. :	(House) -	Tel. No. :	(House)
	(Mobile) 013-4299120		(Office)
Fax No. :		E-mail :	aishahsyafiqah11@gmail.com

FAMILY PARTICULARS

i) Name of Spouse :
(if applicable)
Occupation :
Name of Employer :
Tel No. :

ii) Details of Children (if applicable)

Name	Gender	Birth Date	Level of Education
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

iii. Do you have any family members currently employed in Galaxy Aerospace (M) Sdn. Bhd. or working in Gading Group? If yes, please specify.

None.

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) MADRASAH IDRISIAH, KUALA KANGSAR, PERAK.	2/1/2010	30/11/2014	PMR/PT3 Grade : 2012 Aggregate : 4A 2B SPM Grade : 2014 Aggregate : 2A 2B
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) POLITEKNIK SULTAN HAJI AHMAD SHAH, KUANTAN, PAHANG.			Major : DIPLOMA IN FOOD TECHNOLOGY HALAL MANAGEMENT CGPA/Grade : 3.20
Degree Course(s) UNIVERSITI MALAYSIA TERENGGANU (UMT)			Major : BACHELOR MANAGEMENT Minor : MARKETING CGPA/Class : 3.60
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

<u>Title(s)</u>	<u>Organised by</u>	<u>Date attended</u>	<u>Location</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

• Are you familiar in operating a computer?
Yes*/No

Bahasa Melayu
English : Average
Others : -

* Written	* Spoken
Excellent	Excellent
Good	Average

• List of PC Software that you are familiar with
Microsoft Word, Microsoft Excel and Microsoft Teams

OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	Arranged to open PKT Logistic company booth at SITE2024 event at Hat Yai, Thailand.
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WORKING EXPERIENCE

Name of Organization and Position Held	Period of Employment			Summary of responsibility	Last drawn/ current salary	Reason(s) for leaving/wanting to leave
	From (mm/yy)	To (mm/yy)	Total No. of years			
PKT Logistics (M) Sdn Bhd (Customer Service)	20/11/2023	19/2/2024	1 month	- Arranged and scheduled meeting between customer and company. - Write meeting minutes - Completed the ad hoc task by doing administrative and clerical tasks. - Maintain database and records.	2300	Family reasons
Madrasah Al- Hikmah Meru, Perak. (School Administrative Assistant)	13/5/2019	3/7/2020	1 year	- Dealt with queries on the phone and by email. - Managed diaries of school activities, scheduled meeting. - Managed student fee. - Maintained office system. - Typed up letters/ reports and take minutes meetings. - Organized and stored information in paper and digital form.	1500	Further study

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: 2300	Bonus (No. of months): - _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <u> / </u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u> B2, D </u>
Allowances (Please specify if any) :	Car Privilege Type : - _____ Driver : (Yes/No) Petrol Allowance/month : - _____	Loan subsidy : Interest rate House (Yes/No) : <u> No </u> % Car (Yes/No) : <u> No </u> % Others _____ : _____ %	
Other Benefits (If any): -			
Expected monthly salary: 2300		Resignation notice period : 2 weeks	

What is your greatest achievement in your previous/current career?

Managed team to open booth at SITE2024 event at Hat Yai, Thailand

Is there any other information (personal or work experience) which is relevant to this application?

(If yes, please specify)

Yes, had experience work as school administrative assistant

Have you been interviewed before in Galaxy Aerospace or Gading Group? If yes, please provide the position interviewed for and date of the interview.

No

PERSONAL REFERENCES (NON - RELATIVES / NONSCEMPLOYEE)

Name : Raduan Bin Mat Taib
Address : B60, Kampung Ulu Kuang, 31200 Chemor Perak.
:
:
Tel No. : 019-5564637
Relationship : Father

Name : Mek Ros Binti Harun
Address : B60, Kampung Ulu Kuang, 31200 Chemor, Perak
:
:
Tel No. : 019-5584637
Relationship : Mother

DECLARATION

I hereby declare that all the information given in this employment application form is true and complete. Any false information provided would subject myself to possible disciplinary action by Galaxy Aerospace (M) Sdn. Bhd. or Gading Group of Companies.

Signature : 

Date : 5/4/2024

INTERVIEW APPRAISAL FORM



Name : Aishah Syafiqah Binti Raduan Position : Admin (PIPGU) Date : 5/4/24

Interviewer's name : Muhamed Arif Bin Najaludin Designation : HR Dept : HR

PHYSICAL APPEARANCE	Unpleasant appearance <div style="text-align: right;">1</div>	Appears to lack energy <div style="text-align: right;">2</div>	Good physical appearance <div style="text-align: right;">(3)</div>	Appears fit and alert <div style="text-align: right;">4</div>	Exceptionally energetic <div style="text-align: right;">5</div>	3
TRAITS	Nervous and embarrassed <div style="text-align: right;">1</div>	Stiff and uncomfortable <div style="text-align: right;">2</div>	comfortable and at ease <div style="text-align: right;">(3)</div>	Alert and free of tension <div style="text-align: right;">4</div>	Unusually self possessed/alert <div style="text-align: right;">5</div>	3
CONFIDENCE	Shy, retiring, arrogant <div style="text-align: right;">1</div>	Submissive, and argumentative <div style="text-align: right;">(2)</div>	Reasonably self assured <div style="text-align: right;">3</div>	Shows self confidence <div style="text-align: right;">4</div>	Self assured and inspires confidence <div style="text-align: right;">5</div>	2
EXPRESSION OF IDEAS	Unclear and illogical <div style="text-align: right;">1</div>	Not well defined or expressed <div style="text-align: right;">2</div>	Makes sense <div style="text-align: right;">(3)</div>	Convincing thoughts <div style="text-align: right;">4</div>	Exceptionally good and logical <div style="text-align: right;">5</div>	3
EXPERIENCE	No experience at all <div style="text-align: right;">1</div>	Experience not suitable but helpful <div style="text-align: right;">(2)</div>	Fair experience <div style="text-align: right;">3</div>	Experience suits job <div style="text-align: right;">4</div>	Experienced. suits job very well <div style="text-align: right;">5</div>	2
EDUCATION	No education at all <div style="text-align: right;">1</div>	Basic education but not enough <div style="text-align: right;">2</div>	Sufficient education <div style="text-align: right;">(3)</div>	Has relevant qualifications and certificates <div style="text-align: right;">4</div>	Has additional qualifications, Diploma/Degree <div style="text-align: right;">5</div>	3
MOTIVATION & AMBITION	No motivation and ambition <div style="text-align: right;">1</div>	Little interest, seems to be complacent <div style="text-align: right;">2</div>	Interest fair, and reasonable desire to succeed <div style="text-align: right;">(3)</div>	Definite future wants to succeed <div style="text-align: right;">4</div>	Ambitious, high aims, planned aims, of success <div style="text-align: right;">5</div>	3
COMMUNICATION SKILL	No skill at all <div style="text-align: right;">1</div>	Little skill <div style="text-align: right;">2</div>	Reasonable amount of skill <div style="text-align: right;">(3)</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill <div style="text-align: right;">5</div>	3
SUPERVISORY SKILL	Lacking in such skill <div style="text-align: right;">1</div>	Has skills but not enough <div style="text-align: right;">(2)</div>	Reasonably skilled <div style="text-align: right;">3</div>	Good skill <div style="text-align: right;">4</div>	Exceptionally good skill and experience <div style="text-align: right;">5</div>	2
ADAPTABILITY	Incompatible <div style="text-align: right;">1</div>	Alright but not good enough <div style="text-align: right;">2</div>	Reasonably sufficient <div style="text-align: right;">(3)</div>	Good adaptability <div style="text-align: right;">4</div>	Can definitely adapt well <div style="text-align: right;">5</div>	3
TOTAL						27

Recommendations for employment :

(YES) / NO / KIV

Comments : Replace proteje at PIPGU IPsh

Signature of Interviewer : arif Basic salary : Rm Allowances : Rm 2000

Reporting to : Department : Admin Section : PIPGU IPsh

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :