

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : MELISSA HAZEL BINTI MUSLI

Preferred Name : MELISSA

Gender : Male [] Female [X]

Old I/C No. : N/A

New I/C No. : 940624-87-5068

Nationality : MALAYSIAN

Passport No. : N/A

Date of Birth :

Place of Birth : EDINBURGH, SCOTLAND

Age :

Marital Status : SINGLE

Permanent Address (house)

KG. MERUNTUM FASA 3, PUTATAN,
88200 PENAMPANG, SABAH.

Correspondence Address (mailing)

Effective Until : _____

N/A

Tel No. : (House) N/A

Tel. No. : (House) N/A

(Mobile) 0142828808

(Office) N/A

Fax No. :

E-mail : melissahazelmusli@yahoo.com

FAMILY PARTICULARS

i) Name of Spouse :
(if applicable)

Occupation : N/A

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.

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SABAH COLLEGE	2007	2011	PMR/PT3 Grade : 3A Aggregate : SPM Grade : 2A Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s) FMM INSTITUTE	2017	2018	Major : SAFETY HEALTH OFFICER Grade : B
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)			Major : Minor : CGPA/Class :
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s) MALAYSIAN AVIATION TRAINING ACADEMY	2012	2016	Level/Stage : 3.69

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
Basic Occupational First Aid Course (BOFA)	NIOSH	23-24/9/2020	NIOSH, Bangi
SMS - Principles & Applications	UK CAAi	23-24/7/2020	Leonardo Malaysia, Subang
Train The Trainer	NIOSH	19-23/8/2019	Niosh, Kota Kinabalu
Occupational Safety and Health Root Cause Analysis	Corporate Frontier	8-9/5/2019	Kuching, Sarawak
SMS Workshop	CAAM	11-12/12/2018	Kota Kinabalu

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

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

	* Written	* Spoken
Bahasa Melayu	EXCELLENT	EXCELLENT
English : _____	GOOD	GOOD
Others : _____		

• List of PC Software that you are familiar with
Microsoft Office

OTHER SKILLS (Please Specify)

Quality Assurance and Aircraft Maintenance

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

Cycling Club Kota Kinabalu

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			
Layang Layang Aerospace Quality Assurance Inspector	08/16	05/18	2	Responsible to assist in re-organising Layang Layang Aerospace(Part-145) for Malaysia CAR 2016 and assist in setting up LLA (Part-M) for CAAM Part-M CAMO approval.	2000	Change to Engineering Department
Layang Layang Aerospace Engineering Controller cum Safety Officer	05/18	03/19	1	1) The contact point between LLA CAMO and LLA 145 in terms of carrying out maintenance activities. 2) To carry out HIRARC and SMS Audit periodically to ensure the organisation is at par with the authority's requirements	2500	Full-time Safety Department
Layang Layang Aerospace Safety Officer	03/19	05/20	1	1) Plan, implement, and coordinate safety and environmental programs and ensures compliance with required regulations, procedures and policies with primary focus on aviation. 2) Facilitates identification of safety and environmental risks and promotes reduction or elimination of potential accidents, occupational injuries, illnesses, deaths and safety-related financial losses. 3) Conducts safety assistance visits and training to ensure implementation and compliance with safety directives.	3000	Promoted
Layang Layang Flying Academy Safety Manager (CAAM Approved)	08/20	Present	1	1) Responsible for the research, analysis and development of hazard identification processes to enhance the LLFA SMS. 2) Manages, develops and coordinates change management, risk assessments and safety 3) Develops, compiles and distributes analysis, trends and statistics based upon SMS data and makes recommendations based upon a data driven approach to safety. 4) Tracks safety recommendations, hazards, risks, findings, corrective actions, contributing factors, and root causes to ensure accuracy, reporting and follow-up as necessary.	5500	Improve competency on SMS AMO and more training on SMS and Aircraft Maintenance. Other reason: Salary improvement
Please use attachment for additional information.						

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: 5000	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : ____ / No : _____	What type of transport license do you have? B2,D,Others(Please specify) : B2, D
Allowances (Please specify if any) :	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : ____ % Car (Yes/No) : ____ % Others : ____ %	
House allowance RM500			
Other Benefits (If any):			
Expected monthly salary: To be discussed during interview session		Resignation notice period : 1 month	

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

Set up of MOE for Part 145, CAME and submitted SMS Manual for AFTO and AMO in accordance with CAD 19

Is there any other information (personal or work experience) which is relevant to this application?
(If yes, please specify)

N/A

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

N/A

PERSONAL REFERENCES (NON - RELATIVES / NONS EMPLOYEE)

Name : ADZLIM BIN SAM

Address : AIRWORTHINESS DIVISION,
CAAM PUTRAJAYA

Tel No. : 013-3331967

Relationship : MENTOR

Name : NUR FARAH AISHAH BINTI HASLI


Address : PLATINUM APARTMENT,
PUTATAN, PENAMPANG

Tel No. : 010-2596354

Relationship : FRIEND

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 : 23/9/2021