

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : **SETIA PERKASA BIN ISMAIL**

Preferred Name : **SETIA**

Gender : Male Female

Old I/C No. :

New I/C No. : **960420-02-6185**

Nationality : **MALAYSIAN**

Passport No. :

Date of Birth : **20 APRIL 1996**

Place of Birth : **SUNGAI PETANI, KEDAH**

Age : **27 y/o**

Marital Status : **SINGLE**

Permanent Address (house)

**PPL 21, NO 13, KAMPUNG PERMATANG PALAS,
82200, BENUT, JOHOR**

Correspondence Address (mailing)

Effective Until : _____

**No. 63, JALAN 4/2, TAMAN SERDANG JAYA,
43300, SERI KEMBANGAN, SELANGOR**

Tel No. : (House) **07 - 425 7203**

Tel. No. : (House)

(Mobile) **017 - 308 7929**

(Office)

Fax No. :

E-mail : **seth_perkasa@icloud.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.

NO

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) SM SAINS SEMBRONG, JOHOR	2012	2013	PMR/PT3 Grade : PASS Aggregate : SPM Grade : PASS Aggregate :
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s) UNIVERSITI PERTAHANAN NASIONAL MALAYSIA DEGREE IN DEFENCE HUMAN RESOURCE MANAGEMENT	2015	2018	Major : HUMAN RESOURCE Minor : CGPA/Class : 3.63 / 2ND CLASS UPPER
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
INFO-TECH E-PAYROLL & E-CLAIM SOFTWARE	INFO-TECH	12 JANUARY 2023	SERI KEMBANGAN
BASIC OCCUPATIONAL FIRST AID, CPR 7 AED TRAINING	LIFE SAVING PRO ACADEMY	5 & 6 DECEMBER 2022	SERI KEMBANGAN
TRAIN THE TRAINER	DIALOG TRAINING SERVICES	10 APRIL 2019	KELANA JAYA

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)			<ul style="list-style-type: none"> Are you familiar in operating a computer? Yes*/No List of PC Software that you are familiar with MICROSOFT OFFICE, SAGE, ADOBE, SONY VEGAS, CAPCUT
Bahasa Melayu	* Written	* Spoken	
English : _____	GOOD	EXCELLENT	
Others : _____	GOOD	GOOD	
			OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	UNIVERSITY: HOCKEY AND VOLUNTEERING PROGRAMMES CURRENT: MOTOVLOGGING, TRACKDAY (HONDA CLUB), BADMINTON, CONTENT CREATOR
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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			
SAPURA RESOURCES BERHAD	03/21	04/23	2	Handle all HR functions for Sapura Technics Sdn Bhd	3,300.00	Environment and culture
SAPURA TECHNICS SDN BHD	02/19	02/21	2	Handle full sets of Recruitment Managed payroll, recruitment and administration functions for Sapura Technics Assisted with Training Development	3,000.00	Transferred to Sapura Resources Berhad
AH HAI INDUSTRIES SDN BHD	07/18	12/18	0.5	Handled Safety and Health matters & awareness at Ah Hai Industries Incharged of Foreign Workers working permit and d	1,500.00	Better career opportunity

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 3,100.00	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport Yes : <input checked="" type="checkbox"/> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : B, D & GDL (D)
Allowances (Please specify if any) : FIXED PHONE : RM 200.00 ALLOWANCE	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : _____ % Car (Yes/No) : _____ % Others : _____ %	
Other Benefits (If any):			
Expected monthly salary: RM 4,000.00		Resignation notice period : 3 MONTHS (CURRENTLY SERVING) AVAILABLE TO START ON MAY 2023	

What is your greatest achievement in your previous/current career?
MANAGED TO CLOSE TWO CONSTRUCTIVE DISMISSAL CASE WITHOUT PROCEEDING TO IR COURT

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.

NO

PERSONAL REFERENCES (NON - RELATIVES / NONSCEMPLOYEE)

Name : NURLIYANA BAHARUDDIN
Address : NO 16, JALAN METAFASA
U16/169 ELMINA WEST
40160, SHAH ALAM
Tel No. : 012 - 257 3821
Relationship : EX-COLLEAGUE/SUPERIOR

Name : PUTERI AFIQAH AUNI
Address : D-12-13, RESIDENSI PANDANMAS 2,
LORONG DELAPAN, KG PANDAN,
55100, KUALA LUMPUR
Tel No. : 012 - 250 2609
Relationship : EX-COLLEAGUE

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 : 14 MARCH 2023