

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : NOR AFIQ BIN ZAINAL ABIDIN

Preferred Name : AFIQ

Gender : Male [] Female []

Old I/C No. :

New I/C No. : 960108-10-6295

Nationality : MALAYSIA

Passport No. :

Date of Birth : 8 January 1996

Place of Birth : Hosp.Besar T.A.Rahimah, Klang

Age : 28

Marital Status : SINGLE

Permanent Address (house)

No.21, Jalan Kelanang 28/14, Taman Alam Megah, 40400, Shah Alam, Selangor.

Correspondence Address (mailing)

Effective Until : _____

Tel No. : (House)

Tel. No. : (House) -

(Mobile) 017-2254331

(Office) -

Fax No. :

E-mail : norafiqqq@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.

EDUCATIONAL DETAILS

Name of School/College/University	START	FINISH	Qualification obtained (CGPA/Class)
	month/year	month/year	
Secondary Education(s) Sek.Men.Keb. Alam Megah	2009	2013	PMR/PT3 Grade : Aggregate : 1B2C5D SPM Grade : Aggregate : 3C+4 C1D
A-Level/STPM/Matriculation(s)			Result(s) :
Certificate(s)			Major : Grade :
Diploma Course(s) CYBERNATIC INTERNATIONAL COLLEGE OF TECHNOLOGY	Novamber 2014	December 2017	Major : Aviation Management CGPA/Grade : 2.855
Degree Course(s) University Kuala Lumpur Malaysian Institute of Aviation Technology (UniKL MIAT)	September 2018	February 2022	Major : Aviation Management Minor : CGPA/Class : 3.08
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
Microsoft Excel Advance (Online)	Rahazan Daud	14-15 October 2023	Microsoft Teams
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

Bahasa Melayu
English : _____
Others : _____

* Written	* Spoken
Excellent Good	Excellent Good

- Are you familiar in operating a computer?
Yes*/No
- List of PC Software that you are familiar with
Microsoft Office

OTHER SKILLS (Please Specify)

EXTRACO-CURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

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			
FlyFirefly Sdn.Bhd - Internship trainee (Technical Publication)	August 2021	Dec 2021	4 month	<p>Created and maintained company records and used software to review and monitor data.</p> <p>Identified errors in data entry and related issues, reporting to supervisors for resolution.</p> <p>Performed regular backup operations to save data and avoid loss.</p> <p>Archived old and outdated records to keep fresh and updated content.</p> <p>Examined data to detect and rectify deficiencies or errors.</p> <p>Transferred data from paper formats into database systems to keep digital formats.</p>		End of On Job Training (OJT)

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary:	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) : _____
Allowances (Please specify if any) : Other Benefits (If any):	Car Privilege Type : _____ Driver : (Yes/No) Petrol Allowance/month : _____	Loan subsidy : Interest rate House (Yes/No) : _____% Car (Yes/No) : _____% Others : _____%	
Expected monthly salary:	Resignation notice period :		

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

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

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

PERSONAL REFERENCES (NON-RELATIVES / NONSCEMPLOYEE)

Name : _____	Name : _____
Address : _____	Address : _____
_____	_____
_____	_____
Tel No. : _____	Tel No. : _____
Relationship : _____	Relationship : _____

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 : 8 March 2024