

INTERVIEW APPRAISAL FORM



Name : Norhuda Husna binti Khalid Position : Protege Admin Date : 25/7/2022

Interviewer's name : Designation : Dept :

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>	4
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>	4
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>	3
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>	4
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>	5
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>	4
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>	4
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>	4
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>	5
TOTAL						

Recommendations for employment : **YES / NO / KIV**

Comments :

Signature of Interviewer : Basic salary : Allowances :

Reporting to : Department : Section :

Commencing date : Probation : Others :

Verified by HRD : Approved by : Date :

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



**EMPLOYMENT APPLICATION
FORM**

PERSONAL PARTICULARS

Name as per : NORHYDA HUSNA BINTI KHALID
NRIC

Preferred Name : HYDA	Gender : Male [] Female [<input checked="" type="checkbox"/>]
Old I/C No. : 980722085680	New I/C No. : 980722085680
Nationality :	Passport No. :
Date of Birth : 22 JULY 1998	Place of Birth : KAMPUNG SELAT PULAU PERAK
Age : 24	Marital Status : BUKAH
Permanent Address (house) LOT 1996 JALAN TANJUNG TUALANG 36800 KAMPUNG GAJAH PERAK	Correspondence Address (mailing) Effective Until : _____
Tel No. : (House) 05-6313797 (Mobile) 0174703351	Tel. No. : (House) - (Office) -
Fax No. :	E-mail : hudahusna98@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) SMA AB ABBASIAH SUNGKAI PERAK	2011	2015	PMR/PT3 Grade : - Aggregate : SPM Grade : - Aggregate :
A-Level/STPM/Matriculation(s)	-	-	Result(s) :
Certificate(s) SIJIL KEMAHIRAN MALAYSIA FASHION AND DRESSMAKING	2016	2016	Major : Grade : 3.08
Diploma Course(s) SIJIL TINGGI AGAMA MALAYSIA (STAM) SMA IRISADIAH BAGAN DATUK.	2017	2017	Major : CGPA/Grade : MAQBYL
Degree Course(s) IJAZAH SARJANA MUDA PENGAJIAN ISLAM (UNIVERSITI SULTAN AZLAN SHAH, KUALA KANGSAR)	2018	2022	Major : Minor : CGPA/Class : 3.29
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
- food handler training	pakeeza Restaurant & catering	2017	Ipoh perak.
- child care center	sdh bhd	2017	seri manjung perak.
- facilitator of student program moral	rumah anak yatim	2018	batu gajah perak.
- facilitator of student with orphans at the orphanage	rumah anak yatim	2018	Ar-Ridwani Ipoh.

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

• Are you familiar in operating a computer?

Yes*/No

Bahasa Melayu good
English : good
Others : _____

* Written : good
* Spoken : good

• List of PC Software that you are familiar with
ms word, powerpoint, excel

OTHER SKILLS (Please Specify)

- editing video, edit photo

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements
or Current
Involvement

- pengurusan clubs bola jaring
- naib pengurus clubs photography

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			
AZIZAH COMPUTER, KG GAJAH PERAK.	2021 JUNE	2022 JUNE	1 years	- membuat surat dan report dari pelanggan. - dan juga membuat dokumen serta mengubah surat. - menjual barang-barang komputer.	RM 1500	Habis kontrak

Please use attachment for additional information.

REMUNERATION DETAILS ON CURRENT/LAST EMPLOYMENT		TRANSPORTATION	
Basic monthly salary: RM 1500	Bonus (No. of months): _____ Contractual : _____ Variable : _____	Do you possess your own transport <input checked="" type="radio"/> Yes : motor / kereta <input type="radio"/> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : B2,D
Allowances (Please specify if any) : _____ Other Benefits (If any): _____	Car Privilege Type : <u>personal car</u> Driver : (Yes/No) <u>(No)</u> Petrol Allowance/month : <u>RM 200</u>	Loan subsidy : Interest rate _____ House <input checked="" type="radio"/> Yes/No : _____ % Car <input checked="" type="radio"/> Yes/No : _____ % Others : _____ %	
Expected monthly salary: <u>RM 1600</u>		Resignation notice period : <u>30 JUNE 2022</u>	

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

- Berjaya mencuba sesuatu yang baru dan dapat mencapainya dengan mudah
- Boleh menerima arahan dengan cepat.

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

syarikat terkemuka dalam industri mengenai penerbangan global yang melibatkan 10 pejabat teknologi di seluruh dunia.

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	: AZIZAH BINTI ABDULLAH	Name	:	_____
Address	: No 2 kedai desa 1 malaysia	Address	:	_____
	: 36800 kampung gajah perak		:	_____
	:		:	_____
Tel No.	: 017 516 5970	Tel No.	:	_____
Relationship	: manager	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 : 24 July 2022