

For Office Use : HRIS

Interview

Date:

Panel Interview :

Checked :

Date &

Initial



EMPLOYMENT APPLICATION FORM

PERSONAL PARTICULARS

Name as per NRIC : Susanna Urai Juk

Preferred Name : Susanna

Gender : Male [] Female [/]

Old I/C No. :

New I/C No. : 000424-13-0950

Nationality : Malaysian

Passport No. :

Date of Birth : 24 April 2000

Place of Birth : Miri, Sarawak

Age : 24

Marital Status : Single

Permanent Address (house)

Lot 11917, Lorong Budaya 2A, Taman Jelita, 98000 Miri, Sarawak

Correspondence Address (mailing)

Effective Until : _____

Tel No. : (House)

Tel. No. : (House)

(Mobile) 016 2145601

(Office)

Fax No. :

E-mail : susannaurai.juk@outlook.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)	2013	2017	PMR/PT3 Grade : 8A, 1B Aggregate : SPM Grade : 4A+, 1A, Aggregate : 1B, 3C+
A-Level/STPM/Matriculation(s)	2018	2019	Result(s) : 3.50
Certificate(s)			Major : Grade :
Diploma Course(s)			Major : CGPA/Grade :
Degree Course(s)	2019	2023	Major : Environmental Science Minor : CGPA/Class : 3.72
Post Graduate Course(s)			Area of study : CGPA/Class :
Professional Qualification(s)			Level/Stage :

COURSE / TRAINING ATTENDED

Title(s)	Organised by	Date attended	Location
DevOps Foundation	Peoplelogy Group	3 January 2024	Online

LANGUAGE PROFICIENCY

COMPUTER LITERACY

* Please indicate (Average, Good, Excellent)

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

	* Written	* Spoken
Bahasa Melayu		
English : <u>Excellent</u>		
Others : <u>-</u>		

• List of PC Software that you are familiar with
Microsoft Office, SPSS, ArcGIS, G Suite

OTHER SKILLS (Please Specify)

EXTRACURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC.)

Highest Achievements or Current Involvement	Access Parameter Volunteer for Energy Asia 2023 in KL Convention Center, Alto Choir Member of St Dominic & The Rosary
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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			
PETRONAS Carigali Sdn Bhd Production Miri Intern	03/23	07/23	4 months	<ul style="list-style-type: none"> • Risk assessments (HIRA) • Acted as the Focal Person for daily morning meetings • Documenting and updating the daily production report, • Hosting team-building session • Ensured the safety presentation pack was meticulously updated • Shadowing Field Operations Engineers and Field Performance Analysts. 	RM1000 allowance	End of industrial training period
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 : <u> / </u> No : _____	What type of transport license do you have? B2,D,Others(Please specify) : <u> D </u>
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?

Hosting Department team engagement session and successfully increased participant communication and interaction satisfaction by 33% from previous team-building session.

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.

No

PERSONAL REFERENCES (NON - RELATIVES / NONS EMPLOYEE)

Name : Mr Ahmad Norazhar bin Mohd. Yatim

Address : University Malaysia Sabah,

: Jalan UMS, 88400 Kota Kinabalu,

: Sabah

Tel No. : 018 3274656

Relationship : Lecturer

Name : Hjh Haziqah BT Hamzah

Address : PETRONAS Carigali Building, Jalan


: Sekolah, 98000, Miri, Sarawak

Tel No. : 016 202 2960

Relationship : Industrial Training Supervisor

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 February 2024