

## **JOB OFFER MEMO**

**To :** FITROTUL KOMARIAH  
**Fr Branch:** Tsuen Wan

**SA No.:** C-TW23050017  
**Sales :** Kami Yip

**Please Inform that this applicant has been hired and detail information of employment as follows :**

Date of Hiring : 2023-05-14 Expect to HK : \_\_\_\_\_  
Name of applications : FITROTUL KOMARIAH Local agt ref no.: ( G1042 )  
Monthly Salary : 4,730.00  
Official Day Off : ( ) Every Sunday , ( ) Fix Weekday , ( ) Arrange by Employer , ( ) Money in stead day off

### **A) EMPLOYRE'S INFORMATION**

Name of Employer : YIEN LING CHU RENNY Total Members: \_\_\_\_\_ ppl  
No. of Adults : 2  
No. of Children : \_\_\_\_\_ ( Aged below 5 ) \_\_\_\_\_ ( Aged between 5 - 18 )  
No. of Expecting Baby : \_\_\_\_\_  
No. of Constant Care : \_\_\_\_\_ No. of Elderly : 0  
Sleeping Arrangement : [ ] Own Room [ ] Sharing with \_\_\_\_\_  
House Area : 1300 Sq feet with 3 Room

### **B) DOMESTIC DUTIES (The following duties are the common tasks that helpers will perform)**

<input checked="" type="checkbox"/> General Household	<input checked="" type="checkbox"/> Washing Clothes by Hand/Machines
<input checked="" type="checkbox"/> Cooking	<input checked="" type="checkbox"/> Regular marketing
<input checked="" type="checkbox"/> Accompany kids to and from school	<input checked="" type="checkbox"/> Gardening
<input checked="" type="checkbox"/> Car washing	<input checked="" type="checkbox"/> Taking care of Kids
<input checked="" type="checkbox"/> Taking cares of Pets	<input checked="" type="checkbox"/> Taking care of Sickness and Disable
<input checked="" type="checkbox"/> Ironing	<input checked="" type="checkbox"/> Learning Cantonese

Others (please specify) : \_\_\_\_\_

### **C) CHARACTER REQUESTS (Please tick the appropriate boxes)**

<input checked="" type="checkbox"/> sincerely love all of the family members	<input checked="" type="checkbox"/> Do not be stubborn
<input checked="" type="checkbox"/> Be an obedient helper	<input checked="" type="checkbox"/> Do not argue with anyone
<input checked="" type="checkbox"/> accept life as a housemaid	<input checked="" type="checkbox"/> Be a nice gentle and honest person
<input checked="" type="checkbox"/> Do not give personal problems to employer	<input checked="" type="checkbox"/> Don't open the door for strangers and your friends
<input checked="" type="checkbox"/> Do not use the telephone or mobile phone	<input checked="" type="checkbox"/> Be easy to teach

### **D) SPECIAL REQUEST / FROM EMPLOYER :**

- 1) Holiday is arrange by employer. If no holiday is given, employer will compensate with money.
- 2) Helper MUST NOT make personal phone calls or text msgs during working hours.
- 3) Helper MUST NOT disclose employer's privacy include address & contact numbers to friends or neighbours.
- 4) Helper MUST NOT borrow money from any financial company or people.
- 5)
- 6)
- 7)
- 8)

### **Please Provide the following details as (Barangay/Town/City/Province/Region)**

Full residence address : \_\_\_\_\_

Emergency contact Person name & Relationship : \_\_\_\_\_ contact number : \_\_\_\_\_

Mother Name: \_\_\_\_\_ /Husband Name: \_\_\_\_\_ Tel: \_\_\_\_\_

By signing below I consent that I fully understand and accept the above job details and conditions.

\_\_\_\_\_  
Confirmed by Helper

\_\_\_\_\_  
Confirmed by Employer

\_\_\_\_\_  
Company Chop