

# JOB ORDER ( revised )

## Job Requirements & Employer's Family Condition

Name of Applicant : Nuryanti  
Ref No. of the Applicant : K4274  
Expected Arrival Date in HK : ASAP

Name of Employer: Mok Kam Har  
Date: 3rd Jun., 2023  
Job Offer Ref No. : K4274

Congratulations! We are happy to inform you that you already have an employer in Hong Kong. The details of your prospective employers are as follows:

### 1. Family Members Details :

Adult : Male                      Ages                       
                    Female 1 Ages                       
                    Couple 1 Ages                       
Children : Boy                      Ages                       
                    Girl                      Ages                       
Expecting Baby : ☐ Yes ☐ No  
Madam Stay-in : ☐ Yes ☐ No

### No. of Members : 3

Elderly : Male                      Ages                       
                    Female                      Ages                       
                    Couple                      Ages                       
Baby : Boy                      Ages                       
                    Girl                      Ages                       
Expected Delivery Date :                     

### 2. Type of Residence :

☒ Flat ☐ House  
Size / Area : 929 sq feet  
No. of bedrooms : 3  
No. of bathroom : 1

### 3. Accommodation:

☒ Own room                       
☐ Share with elderly                       
☐ To be arranged by the employer                       
☐ Share with other maid                     

### 4. Main Duties of the Maid:

☐ 4.1 Taking care of baby  
☐ 4.2 Taking care of children  
☐ 4.3 Tutoring the kids  
☐ 4.4 Accompanying the kids to school  
☒ 4.5 Taking care of elderly  
☐ 4.6 Taking care of disabled child  
☐ 4.7 Taking care of pets - cats/dogs/others                       
☐ 4.8 Driving                     

☒ 4.9 Marketing  
☒ 4.10 Cooking  
☒ 4.11 Cleaning  
☒ 4.12 Ironing  
☒ 4.13 Washing clothes  
☐ 4.14 Gardening  
☒ 4.15 Car Washing  
☒ 4.16 Hand washing of clothes

### 5. Terms and Conditions:

☒ 5.1 Learn to speak Cantonese/Mandarin  
☒ 5.2 Must have a cheerful and smiling face  
☒ 5.3 Must love the baby/children and play with them  
☒ 5.4 Good personal hygiene  
☒ 5.5 Keep short hair and during 3 month cut 1 time.  
☒ 5.6 Not allowed to use mobile phone during working days  
☒ 5.7 Not allowed to adopt loans or act as loan guarantor  
☒ 5.8 Not allowed to take perfume or similar body spray  
☒ 5.9 Working or non-working days with compensation under mutual agreement  
☒ 5.10 Not allowed to invite friends and relatives to employer's home  
☒ 5.11 Not allowed to disclose employer's data (include tel no and address)  
☐ 5.12 Intensive care of sick person at hospital day and night when needed  
☐ 5.13 Must attend training in Hong Kong every day-off for the first 2 months upon arrival  
☐ 5.14 Must stay in the training center (Hong Kong) for 2 to 3 days upon arrival in Hong Kong.  
☒ 5.15 Must be polite and courteous and say "Good Morning", "Good Afternoon" and "Good Evening" to the employer.  
☒ 5.16 Must not ask special favor or request from the employer.  
☒ 5.17 Short nails and no colouring  
☒ 5.18 Promise no make-up while at work  
☒ 5.19 Holidays is not fixed on Sunday  
☒ 5.20 Not allowed to stay out  
☒ 5.21 During day-off, return home before 8:30pm  
☒ 5.22 Clean car.

6. Special Request : Holiday is arranged by employer, not fixed in weekend  
cooking dinner for all family member  
                      
                    

**Remarks:** The applicant must honest to complete the above items -

I understand clearly all the terms mentioned above. I willfully and voluntary accept the above-mentioned details.

PRINTED NAME OF APPLICANT:                     

contact tel:                     

Full address of applicant:

Street:                     

Barangay:                     

City:                     

Province:                     

SIGNATURE / DATE