

JOB OFFER MEMO

To : SITI ROZANAH

SA No.:

C-TP23040015

Fr Branch: Tai Po

Sales :

SUSANA CHAN

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

Date of Hiring :

2023-04-28

Expect to HK :

August 2023

Name of applications :

SITI ROZANAH

Local agt ref no.: (K4245)

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 :

CHU CHI HO

Total Members: 5 ppl

No. of Adults :

5

No. of Children :

(Aged below 5) (Aged between 5 - 18)

No. of Expecting Baby :

No. of Constant Care :

No. of Elderly :

Sleeping Arrangment :

[☒] Own Room [] Sharing with

House Area :

1200 Sq feet with 4 Room

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

- ☒ General Household
☒ Cooking
☐ Accompany kids to and from school
☒ Car washing
☒ Taking cares of Pets
☒ Ironing

- ☒ Washing Clothes by Hand/Machines
☒ Regular marketing
☐ Gardening
☐ Taking care of Kids
☐ Taking care of Sickness and Disable
☒ 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