

JOB OFFER MEMO

To : DINI SRI MULYATI

SA No.:

C-TP23040008

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 :

2023-04-20

Expect to HK :

ASAP....

Name of applications :

DINI SRI MULYATI

Local agt ref no.: (T1780)

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 :

LAW YUN HEI

Total Members: 2 ppl

No. of Adults :

1

No. of Children :

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

No. of Expecting Baby :

No. of Constant Care :

No. of Elderly : 2

Sleeping Arrangment :

[] Own Room [] Sharing with ELDERLY WITH EMPLOYER OLD LADY

House Area :

650 Sq feet with 2 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)

- ☒ sincerely love all of the family members
☒ Be an obedient helper
☒ accept life as a housemaid
☒ Do not give personal problems to employer
☒ Do not use the telephone or mobile phone

- ☒ Do not be stubborn
☒ Do not argue with anyone
☒ Be a nice gentle and honest person
☒ Don't open the door for strangers and your friends
☒ 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) Sometimes employer sons, daughter and grandchildren will come for a visit and will
6) eat dinner together.

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