

## JOB OFFER MEMO

To : IGA ANDARISTA

SA No.:

C-TP23020004

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 :

2023-02-09

Expect to HK :

ASAP

Name of applications :

IGA ANDARISTA

Local agt ref no.: ( G999 )

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 :

WU YING LUNG

Total Members: 4 ppl

No. of Adults :

2

No. of Children :

1 ( Aged below 5 ) 1 ( Aged between 5 - 18 )

No. of Expecting Baby :

No. of Constant Care :

No.of Elderly : 0

Sleeping Arrangement :

[ ] Own Room

[ ] Sharing with

7YRS.OL GIRL

House Area :

671 Sq feet with 3 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) : pet care 2 cats

### 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)Grandmas will come for a visit
- 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