

JOB OFFER MEMO

SA No.: C-TP23020001

Sales : SUSANA CHAN

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

Date of Hiring : 2023-02-03 Expect to HK : ASAP.

Name of applications : NURUL MUFIDAH Local agt ref no.: (K4115)

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 : LEUNG TUNG HIU Total Members: 4 ppl

No. of Adults : 3

No. of Children : _____ (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 10YRS. OLD BOY

House Area : 768 Sq feet with 2 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		Gardening
<input type="checkbox"/>	Car washing	<input checked="" type="checkbox"/>	Taking care of Kids
<input type="checkbox"/>	Taking cares of Pets	<input type="checkbox"/>	Taking care of Sickness and Disable
<input checked="" type="checkbox"/>	Ironing		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 arranged 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) *Helper must not pray in employer home.*
- 6)
- 7)
- 8)

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

Full residence address : _____

Emergency contact Person name & Relationship : _____ contact number : _____

Mother Name: WARTINI /Husband Name: AKMAD HARSONO 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