

## JOB OFFER MEMO

To : WAGINAH  
Fr Branch: Tai Po

SA No.: C-TP23060001  
Sales : SUSANA CHAN

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

Date of Hiring : 2023-06-03 Expect to HK : \_\_\_\_\_  
Name of applications : WAGINAH Local agt ref no.: ( K4267 )  
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 : KWAN WAI LING JANE Total Members: 3 ppl  
No. of Adults : 2  
No. of Children : \_\_\_\_\_ ( Aged below 5 ) \_\_\_\_\_ ( Aged between 5 - 18 )  
No. of Expecting Baby : \_\_\_\_\_  
No. of Constant Care : \_\_\_\_\_ No. of Elderly : 1  
Sleeping Arrangement : [ ] Own Room [ ] Sharing with SENIORLY ROOM WITH 85 OLD LADY  
House Area : 500 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 type="checkbox"/> Accompany kids to and from school	<input type="checkbox"/> Gardening
<input type="checkbox"/> Car washing	<input type="checkbox"/> Taking care of Kids
<input type="checkbox"/> Taking cares of Pets	<input checked="" type="checkbox"/> Taking care of Sickness and Disable
<input checked="" type="checkbox"/> Ironing	<input checked="" type="checkbox"/> 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