

JOB OFFER MEMO

To : SITI NURMAELA SA No.: C-TP23060002
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 : 2023-06-05 Expect to HK : _____
Name of applications : SITI NURMAELA Local agt ref no.: (T1811)
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 : LAM KAI HONG Total Members: _____ ppl
No. of Adults : 2
No. of Children : _____ (Aged below 5) 2 (Aged between 5 - 18)
No. of Expecting Baby : _____
No. of Constant Care : _____ No. of Elderly : 0
Sleeping Arrangement : [] Own Room [✓] Sharing with CHILDREN 8 YRS OLD GIRL
House Area : 662 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	<input type="checkbox"/> Gardening
<input checked="" type="checkbox"/> Car washing	<input checked="" 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