

JOB OFFER MEMO

To : NURUL MALUFAH
Fr Branch: Tai Po

SA No.: C-TP23030013
Sales : SUSANA CHAN

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

Date of Hiring : 2023-03-28 Expect to HK :
Name of applications : NURUL MALUFAH Local agt ref no.: (T1757)
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 : IP CHUI WAN Total Members: 3 ppl
No. of Adults : 2
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
House Area : 700 Sq feet with 3 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 checked="" type="checkbox"/> Gardening
<input checked="" type="checkbox"/> Car washing	<input type="checkbox"/> Taking care of Kids
<input checked="" type="checkbox"/> Taking cares of Pets	<input 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