

JOB OFFER MEMO

To : ELOK MUAYANAH

SA No.:

C-TW23010019

Fr Branch: Tsuen Wan

Sales :

Hillary and Jessica

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

Date of Hiring :

2023-01-21

Expect to HK :

Name of applications :

ELOK MUAYANAH

Local agt ref no.: (T1728)

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 :

CHAN LAI CHING

Total Members: _____ 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 : 0

Sleeping Arrangement :

[] Own Room [] Sharing with SHARE ROOM WITH OTHER HELPERS

House Area :

3500 Sq feet with 5 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) : _____

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)
- 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