

JOB ORDER

Job Requirements & Employer's Family Condition

Name of Applicant : B683 Siti Rochani
Ref No. of the Applicant : B683
Expected Arrival Date in HK : ASAP

Name of Employer: Leung Kwai Shim
Date: 27th May, 2023
Job Offer Ref No. : B683

Congratulations! We are happy to inform you that you already have an employer in Hong Kong. The details of your prospective employers are as follows:

1. Family Members Details :

Adult : Male 1 Ages _____
Female 1 Ages _____
Couple _____ Ages _____
Children : Boy _____ Ages _____
Girl _____ Ages _____
Expecting Baby : ☐ Yes ☐ No
Madam Stay-in : ☐ Yes ☐ No

No. of Members :

Elderly : Male 2 Ages _____
Female _____ Ages _____
Couple 1 Ages _____
Baby : Boy _____ Ages _____
Girl _____ Ages _____
Expected Delivery Date : _____

2. Type of Residence :

☒ Flat ☐ House
Size / Area : 550sq feet
No. of bedrooms : 3
No. of bathroom : 1

3. Accommodation:

☐ Own room
☒ Share with elderly
☐ To be arranged by the employer
☐ Share with other maid

4. Main Duties of the Maid:

☐ 4.1 Taking care of baby
☐ 4.2 Taking care of children
☐ 4.3 Tutoring the kids
☐ 4.4 Accompanying the kids to school
☒ 4.5 Taking care of elderly
☐ 4.6 Taking care of disabled child
☐ 4.7 Taking care of pets - cats/dogs/others
☐ 4.8 Driving

☒ 4.9 Marketing
☒ 4.10 Cooking
☒ 4.11 Cleaning
☒ 4.12 Ironing
☒ 4.13 Washing clothes
☐ 4.14 Gardening
☐ 4.15 Car Washing
☒ 4.16 Hand washing of clothes

5. Terms and Conditions:

☒ 5.1 Learn to speak Cantonese/Mandarin
☒ 5.2 Must have a cheerful and smiling face
☒ 5.3 Must love the baby/children and play with them
☒ 5.4 Good personal hygiene
☒ 5.5 Keep short hair and during 3 month cut 1 time.
☒ 5.6 Not allowed to use mobile phone during working days
☒ 5.7 Not allowed to adopt loans or act as loan guarantor
☒ 5.8 Not allowed to take perfume or similar body spray
☒ 5.9 Working or non-working days with compensation under mutual agreement
☒ 5.10 Not allowed to invite friends and relatives to employer's home
☒ 5.11 Not allowed to disclose employer's data (include tel no and address)
☐ 5.12 Intensive care of sick person at hospital day and night when needed
☐ 5.13 Must attend training in Hong Kong every day-off for the first 2 months upon arrival
☐ 5.14 Must stay in the training center (Hong Kong) for 2 to 3 days upon arrival in Hong Kong.
☒ 5.15 Must be polite and courteous and say "Good Morning", "Good Afternoon" and "Good Evening" to the employer.
☒ 5.16 Must not ask special favor or request from the employer.
☒ 5.17 Short nails and no colouring
☒ 5.18 Promise no make-up while at work
☒ 5.19 Holidays is not fixed on Sunday
☒ 5.20 Not allowed to stay out
☒ 5.21 During day-off, return home before 8:30pm
☒ 5.22 Clean car.

6. Special Request :

Holiday is arranged by employer, not fixed in weekend
Don't check phone during to do household chore

Remarks: The applicant must honest to complete the above items -

I understand clearly all the terms mentioned above. I willfully and voluntary accept the above-mentioned details.

PRINTED NAME OF APPLICANT: _____

contact tel: _____

Full address of applicant:

Street: _____

Barangay: _____

City: _____

Province: _____

SIGNATURE / DATE