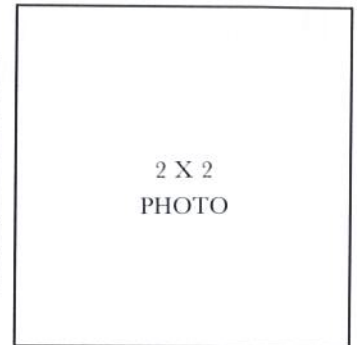


**PROFESSIONAL EXPERIENCE 家傭經驗**

學歷 ( ) 初生嬰兒 ( )  
 小孩 ( ) 傷殘護理 ( )  
 老人 ( ) 烹飪 ( )  
 技能 ( ) 家政 ( )  
 興趣 ( ) 功課輔導 ( )

EX-ABROAD 海外經驗	
HONGKONG	年
SINGAPORE	年
MALAYSIA	年
TAIWAN	年
MID. EAST	年
OTHERS	年



**I. PERSONAL PARTICULARS 個人資料**

NAME 姓名 \_\_\_\_\_ DATE OF BIRTH 出生日期 \_\_\_\_\_  
 AGE 年齡 \_\_\_\_\_ PLACE OF BIRTH 出生地點 \_\_\_\_\_  
 NATIONALITY 國籍 \_\_\_\_\_ MARITAL STATUS 婚姻 \_\_\_\_\_  
 ADDRESS 地址 \_\_\_\_\_  
 TELEPHONE 電話 \_\_\_\_\_ RELIGION 宗教 \_\_\_\_\_  
 HEIGHT 高度 \_\_\_\_\_ WEIGHT 重量 \_\_\_\_\_  
 PASSPORT NO. 護照號碼 \_\_\_\_\_ EXPIRED DATE 有效期至 \_\_\_\_\_

**II. FAMILY BACKGROUND 家庭背景**

FATHER'S NAME 父親姓名 \_\_\_\_\_ OCCUPATION 職業 \_\_\_\_\_ AGE 年齡 \_\_\_\_\_  
 MOTHER'S NAME 母親姓名 \_\_\_\_\_ OCCUPATION 職業 \_\_\_\_\_ AGE 年齡 \_\_\_\_\_  
 NAME OF SPOUSE 配偶姓名 \_\_\_\_\_ OCCUPATION 職業 \_\_\_\_\_ AGE 年齡 \_\_\_\_\_  
 NO.OF BROTHER 兄弟數目 \_\_\_\_\_ AGE 年齡 \_\_\_\_\_  
 NO.OF SISTERS 姊妹數目 \_\_\_\_\_ AGE 年齡 \_\_\_\_\_  
 NO.OF SONS 兒子數目 \_\_\_\_\_ AGE 年齡 \_\_\_\_\_  
 NO.OF DAUGHTERS 女兒數目 \_\_\_\_\_ AGE 年齡 \_\_\_\_\_

**III. EDUCATION ATTAINMENT 學歷**

HIGHT SCHOOL 中學 \_\_\_\_\_ FROM 由 \_\_\_\_\_ TO 至 \_\_\_\_\_  
 COLLEGE 大學 \_\_\_\_\_ FROM 由 \_\_\_\_\_ TO 至 \_\_\_\_\_  
 COURSE 主修 \_\_\_\_\_ SKILL 技能 \_\_\_\_\_  
 HOBBIES 興趣 \_\_\_\_\_

**IV. DOMESTIC EMPLOYMENT RECORDS 家傭工作記錄**

NAME OF EMPLOYER 僱主姓名	LOCATION 工作地點	FROM...TO 由...至 (MM/YY) (MM/YY)	POSITION 職位
EMPLOYER'S FAMILY MEMBER INCLUDING 僱主家庭成員包括：			
# _____ Age _____	# _____ Age _____	# _____ Age _____	
NEW-BORN 初生	KID 小童	TEENAGER 少年	
ADULTS 成人	OLD PERSON 老人		
Employer's occupation: _____		Lady employer's occupation: _____	
Everyday job duties: _____			
_____			
_____			
_____			

NAME OF EMPLOYER 僱主姓名	LOCATION 工作地點	FROM...TO 由...至 (MM/YY) (MM/YY)	POSITION 職位
EMPLOYER'S FAMILY MEMBER INCLUDING 僱主家庭成員包括：			
# <input type="text"/> Age	# <input type="text"/> Age	# <input type="text"/> Age	
<input type="text"/> .....NEW-BORN 初生	<input type="text"/> .....KID 小童	<input type="text"/> .....TEENAGER 少年	
<input type="text"/> .....ADULTS 成人	<input type="text"/> .....OLD PERSON 老人		
Employer's occupation: _____ Lady employer's occupation: _____			
Everyday job duties: _____			

NAME OF EMPLOYER 僱主姓名	LOCATION 工作地點	FROM...TO 由...至 (MM/YY) (MM/YY)	POSITION 職位
JOB NATURE / DESCRIPTION 工作性質 / 範圍			

V. DUTIES I CAN MANAGE 能處理之工作

<input type="checkbox"/> BABY FEEDING 餵奶	<input type="checkbox"/> BABY BATHING 幼兒	<input type="checkbox"/> DIAPER CHANGING 換尿片
<input type="checkbox"/> KIDS CARING 幼兒護理	<input type="checkbox"/> ELDERLY CARING 老人護理	<input type="checkbox"/> CARE OF SICK 病人護理
<input type="checkbox"/> CARE OF DISABLE 殘障護理	<input type="checkbox"/> CLEANING 家居清潔	<input type="checkbox"/> VACUUM CLEANING 吸塵
<input type="checkbox"/> MARKETING 買菜	<input type="checkbox"/> CHINESE COOKING 煮中國菜	<input type="checkbox"/> CLOTHES WASHING 洗衫
<input type="checkbox"/> IRONING 燙衫	<input type="checkbox"/> CAR WASHING 洗車	<input type="checkbox"/> CARE OF PETS 照顧寵物

VII. PLEASE ANSWER THE FOLLOEING QUESTIONS:

1. Why do you like to go Hongkong to work? (簡述到香港工作原因)

\_\_\_\_\_

2. Who is the one to care your family when you are working in Hongkong'? (如你到香港工作，誰人可照顧你的家庭?)

\_\_\_\_\_

3. Tell us something about your experience in baby / child care. (簡述有關照顧嬰兒 / 小孩經驗)

\_\_\_\_\_

4. Tell us about your experience in taking care of elderly, invalid / disable persons ((簡述有關照顧傷殘及老人經驗)

\_\_\_\_\_

5. Tell us about your cooking experience (簡述烹飪經驗)

\_\_\_\_\_

6. Why do you think that you are suitable to be a domestic helper? (你為什麼認為自己適合做家傭)

\_\_\_\_\_

\_\_\_\_\_

7. How can you relief your home-sick, when you are working in Hongkong? (當你在香港工作時，如何能克服思鄉煩惱)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VIII. PERSONAL QUESTIONS 個人問題**

**YES NO**

- 1. Are you prepared to take your day off set by your employer ? 是否願意由僱主決定休息日 ?
- 2. Are you prepared to give up some of your day off to earn more in addition to your basic salary ?  
是否願意在休息日工作從而賺取更多金錢 ?
- 3. Can you promise not to use make-up while at work ? 是否答應工作時不化妝 ?
- 4. Can you promise to cut and keep short hair ? 是否能保持短髮 ?
- 5. Do you drink alcohol ? 是否飲酒 ?
- 6. Do you have any physical defects ? 是否有任何生理缺陷 ?
- 7. Will you always dial IDD to your own family ? 會否經常打長途電話回家 ?
- 8. Can you promise not to ask salary advance from you employer, no matter what the circumstance may-be ?  
是否答應不要求預支上期薪金 ?
- 9. Can you promise to return home on fixed time set by employed ? 能否於休息日完時，準時回僱主家 ?
- 10. Do you smoke? 是否吸煙
- 11. Are you afraid of dogs ? Other pets ? 是否害怕狗隻或寵物 ?
- 12. Will you talk long and gossip in phone ? 是否濫用電話 ?
- 13. Will you prepare 24 hours on duty ? 會否準備24小時負責工作 ?
- 14. Can you record the daily expenses ? 會否記錄一切家居開支 ?
- 15. Can you promise not to leave the house without permission. 能否答應得批准方可外出 ?
- 16. Can you promise to be honest and sincere to your work ? 能否答應全心全意及忠主誠服務你的僱主 ?
- 17. Can you promise no personal call in employer's house ? 能否答應了不濫用僱主家裡的電話 ?

**IX. PERSONAL BIOGRAPHY**

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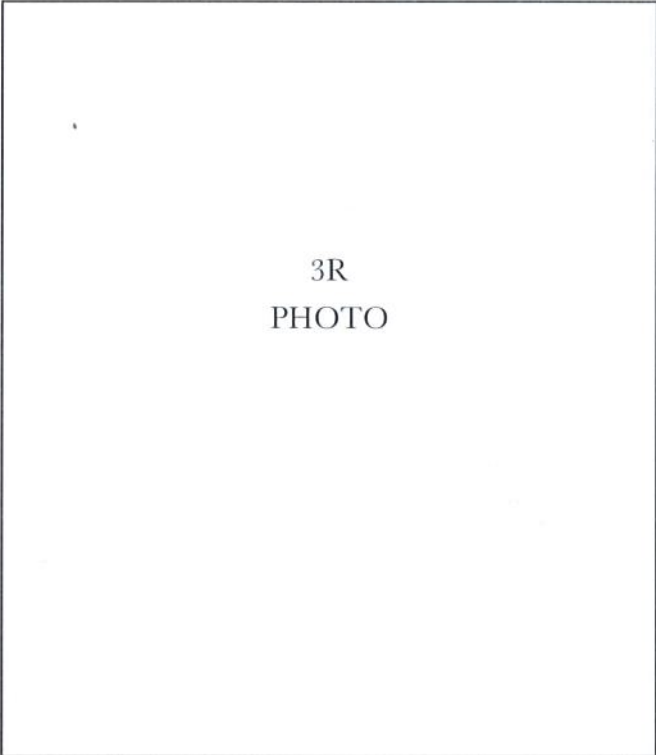
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**DECLARATION :**

I HEREBY CONFIRM THAT THE INFORMATION GIVEN IS CORRECT & I WILL AGREE TO THE TERMS LISTED ABOVE TO MY FUTURE EMPLOYER. I AGREE TO DISCLOSE MY PERSONAL DATA AND RELATED INFORMATION TO THE CUSTOMERS FOR EMPLOYMENT PURPOSE.

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SIGNATURE OF APPLICANT

XI. EVALUATION SHEET

(FOR OFFICE USE ONLY)

COMPLEXION: ( ) FAIR ( ) TANNED ( ) DARK TANNED ( ) OTHERS: \_\_\_\_\_

	EXCELLENT	VERY GOOD	GOOD	FAIR
1. Spoken English				
2. Working Experience				
3. Appearance				
4. Overall Rating				

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF INTERVIEWER

<b>A. BIO-DATA Final Checking</b>			
1) Picture	<input type="checkbox"/>	6) Ref. Letter	<input type="checkbox"/>
2) Video	<input type="checkbox"/>	7) Contract / Visa Application Form	<input type="checkbox"/>
3) Passport	<input type="checkbox"/>	8) Agreement	<input type="checkbox"/>
4) 1st Medical	<input type="checkbox"/>	9) Others	<input type="checkbox"/>
5) Diploma Xerox	<input type="checkbox"/>	Checked By _____	<input type="checkbox"/>
<b>B. PROCEDURE RECORDINGS</b>			