

**Report Published under Section 48(2) of the
Personal Data (Privacy) Ordinance (Cap. 486)**

Investigation Report:

**Excessive Collection and Online Disclosure of
Personal Data by Employment Agencies
Placing Foreign Domestic Helpers**

*(This is an English translation of the Report compiled in Chinese. In the event
of any conflict between this English version and the Chinese version, the
Chinese version shall prevail.)*

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香港個人資料私隱專員公署
Office of the Privacy Commissioner
for Personal Data, Hong Kong

**Investigation Report: Excessive Collection and Online Disclosure of
Personal Data by Employment Agencies Placing Foreign Domestic Helpers**

This report in respect of the investigations carried out by the Privacy Commissioner for Personal Data (the “**Commissioner**”) pursuant to section 38(b) of the Personal Data (Privacy) Ordinance, Cap. 486 is published in the exercise of the power conferred on the Commissioner by Part VII of the Personal Data (Privacy) Ordinance. Section 48(2) of the Personal Data (Privacy) Ordinance provides that “*the Commissioner may, after completing an investigation and if he is of the opinion that it is in the public interest to do so, publish a report –*

(a) *setting out -*

(i) *the result of the investigation;*

(ii) *any recommendations arising from the investigation that the Commissioner thinks fit to make relating to the promotion of compliance with the provisions of this Ordinance, in particular the data protection principles, by the class of data users to which the relevant data user belongs; and*

(iii) *such other comments arising from the investigation as he thinks fit to make; and*

(b) *in such manner as he thinks fit.”*

ALLAN CHIANG

Privacy Commissioner for Personal Data

Investigation Report: Excessive Collection and Online Disclosure of Personal Data by Employment Agencies Placing Foreign Domestic Helpers

The Commissioner discovered that a number of employment agencies were displaying on their websites massive personal data provided by foreign domestic helper applicants. In addition to the applicants' personal data, the personal data of their family members and former employers were displayed unnecessarily for the purpose of introducing the applicants to prospective employers. The collection of excessive personal data, and improper disclosure of personal data on the Internet were in breach of the Data Protection Principles 1(1) and 3 respectively of the Personal Data (Privacy) Ordinance, Cap 486.

Major Concerns

It is now commonplace to operate businesses or provide services online. Many organisations provide customer services and product information to customers through their websites in addition to the conventional ways, so that customers can enjoy more innovative, expeditious and flexible service experiences. Such online activities may involve the collection and disclosure of personal data. They bring about privacy risks to both the organisations and the customers as personal data disclosed on the Internet may be accessed, copied and even retained permanently by unidentified third parties, and it is difficult for anyone to control the re-use of the data.

2. The Commissioner noted the online display by local employment agencies placing foreign domestic helpers (the “**Employment Agencies**”) of the personal data provided by foreign domestic helper applicants (the “**Applicants**”) to facilitate selection by prospective employers. However, even though detailed personal data was provided by the Applicants voluntarily, the Employment Agencies should not collect personal data which goes beyond such selection requirement or collect the data prematurely. The Employment Agencies should seriously evaluate the need to collect the personal data concerned and disclose them online.

Relevant provisions of the Ordinance

3. Data Protection Principle (“**DPP**”) 1(1) in Schedule 1 to the Personal Data (Privacy) Ordinance (the “**Ordinance**”) provides that:-

“Personal data shall not be collected unless-

- (a) the data is collected for a lawful purpose directly related to a function or activity of the data user who is to use the data;*
- (b) subject to paragraph (c) the collection of the data is necessary for or directly related to that purpose; and*
- (c) the data is adequate but not excessive in relation to that purpose.”*

4. DPP3 in Schedule 1 to the Ordinance provides that:-

“(1) Personal data shall not, without the prescribed consent of the data subject, be used for a new purpose.

...

(4) In this section –

***new purpose**, in relation to the use of personal data, means any purpose other than –*

- (a) the purpose for which the data was to be used at the time of the collection of the data; or*
- (b) a purpose directly related to the purpose referred to in paragraph (a).”*

5. Under section 2(1) of the Ordinance, the term “*data user*” in relation to personal data means a person who, either alone or jointly or in common with other persons, controls the collection, holding, processing or use of the data. The term “*use*” in relation to personal data, includes disclose and transfer of the data.

6. By virtue of section 38(b) of the Ordinance, the Commissioner shall carry out an investigation into a suspected breach of the Ordinance. After completing the investigation, the Commissioner may, to serve the public interest, publish an investigation report pursuant to section 48(2) of the Ordinance setting out the result of the investigation as well as recommendations and comments arising from the investigation.

Service scope of the Employment Agencies

7. As at end-October 2014, there were about 330,000 foreign domestic helpers (“**FDHs**”)¹ in Hong Kong performing full-time and live-in domestic duties, such as household cleaning, taking care of the elderly and children,

¹ Figure provided by the Immigration Department.

cooking, etc. Most of these FDHs come from the Philippines and Indonesia, while the rest are from Thailand, India, Sri Lanka and other places.

8. The government prescribes a “standard employment contract” for FDHs, which sets out the basic employment terms including provision of free accommodation, free meals and round-trip transportation expenses between the FDH’s domicile and Hong Kong.

9. Employment Agencies are the major channel through which Hong Kong employers recruit FDHs. Services provided by the Employment Agencies range from recruitment of FDHs from overseas or among FDHs who have completed their contracts in Hong Kong, and renewal of contracts for serving FDHs on behalf of Hong Kong employers. According to the Employment Agency Regulations, Chapter 57A, an employment agency must obtain a licence from the Labour Department. As at the end of 2013, there were 1,253 licensed employment agencies placing FDHs in Hong Kong.

10. The role of an Employment Agency is to introduce Applicants who intend to work in Hong Kong to prospective employers, to facilitate their mutual understanding and help to conclude the “standard employment contracts”. In this regard, the Employment Agencies coordinate the necessary paperwork and complete the formalities required by the Immigration Department and the foreign consulates concerned for the prospective employers and the Applicants. In addition, the Employment Agencies enlist the help of their overseas partners (the “Overseas Agents”) in arranging body checks and vocational training for FDHs.

Survey

11. This Office carried out a desktop Internet survey in April 2014 and identified the following 10 Employment Agencies which had a relatively large scale of operation and had each disclosed more than 100 Applicants’ profiles on the Internet.

Company Name and Web Address	Number of Applicants with Profile Displayed Online	Number of Branches
Megasea Employment Agency Limited www.megasea.hk	115	4

A&E Employment Centre Company Limited www.aeemployment.com	133	4
Oversea Employment Centre Limited www.overseas.com.hk	138	5
H L & C Employment Agency Limited www.hlc.com.hk	135	3
Star Care Employment Agency www.starcarehk.com	264	3
Sincere Company www.sia-sincere.com.hk	389	3
Viva Employment Services Limited www.vivamaid.com.hk	396	2
O&S Employment Agency www.ons.com.hk	395	2
Yat Sum Employment Agency Limited (Trading as “Sunlight Employment Agency”) www.sunlight.hk	459	14
Technic Employment Service Centre Limited www.technic.com.hk	468	7

12. Notably, anyone can access the Applicants’ information on the Employment Agencies’ websites free of charge, and without the need for

registration or making a declaration. By simply inputting the search criteria in the Employment Agencies' websites (such as nationality, age group or work experience in Hong Kong, etc.), the profiles of a number of Applicants would be displayed. Appendix I to this Report shows samples of the personal data disclosed online by the Employment Agencies.

13. Investigations pursuant to section 38(b) of the Ordinance against these 10 Employment Agencies were conducted to examine their policies and practices for handling the Applicants' personal data. In addition to examination of the information disclosed on their websites, this Office had also obtained written replies from the Employment Agencies and held meetings with their staff concerned.

Investigation results and conclusion

14. The Commissioner is concerned that once the personal data provided by the Applicants is disclosed online, it will be subject to unrestricted access by unidentified third parties, who may copy the data, retain the data permanently, or integrate the data with other fragmented data of the same person from other sources. The possible secondary use of such data is beyond anyone's control. If the information falls into the wrong hands, there could be an increased risk of identity theft, thus causing administrative nuisance or financial loss to the data subject concerned.

15. For the above reasons, the Commissioner considers it in the public interest to publish the results of the self-initiated investigations against the 10 Employment Agencies so as to alert the industry to the privacy risks associated with excessive data collection and improper data disclosure online, and to urge all employment agencies to strictly comply with the relevant requirements of the Ordinance.

Responsibilities of the Employment Agencies as data users

16. According to the Employment Agencies, the personal data provided by the Applicants is usually collected in the following ways:-

- (i) **Collected directly from the Applicants:** Using a form designed by the Employment Agencies, the Applicants submit the completed application in person, by email or by post.

- (ii) **Collected from Overseas Agents:** The completed application is submitted to the local Employment Agencies through Overseas Agents, using the application form designed by the local Employment Agencies. In addition, Overseas Agents with multiple contacts in Hong Kong may use their own forms to collect the information from the Applicants and then submit the same information to different local Employment Agencies.

17. Under section 2(1) of the Ordinance, the term “*data user*” means a person who, either alone or jointly or in common with other persons, controls the collection, holding, processing or use of the data. The Commissioner is of the view that “control” in the electronic era is borderless. “Control” is not limited to collection, holding, processing and use of personal data actually taking place in Hong Kong. The concept can be extended to data users exercising control “in or from Hong Kong”.

18. It is not in dispute that regardless of whether the personal data is collected directly from the Applicants or from the Overseas Agents, the Employment Agencies ultimately control such data, decide how to use the data to attract prospective employers and whether to display it on their websites. Hence the Employment Agencies are the “data users” under the Ordinance.

19. Notably, the Employment Agencies usually require the Applicants to provide personal data through the forms they specify and design, and may not accept other means for provision of the data. The Commissioner therefore opines that although the Employment Agencies did not explicitly **compel** the Applicants to fill in every field in the application form, the Applicants who are anxious to find a job may not question the Employment Agencies’ practice of personal data collection. In any event, as data users, the Employment Agencies should act in accordance with DPP1(1) when collecting personal data.

Excessive personal data collected by the Employment Agencies

20. Although the design of the application forms varies among the Employment Agencies, the information sought is categorised as follows:-

(A)	Identification and contact information of the Applicants – Applicant’s name, passport number, Hong Kong identity card (“ HKID ”) number (if the Applicant has worked in Hong Kong) and address;
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(B)	Information for facilitating selection of suitable FDHs by prospective employers – Applicant’s photo, nationality, height, weight, age, work experience, education level, habits (such as whether a smoker), religion, marital status, number of children, the number of siblings and the Applicant’s ranking among them;
(C)	Personal data of family members – name of Applicant’s family members, their age and occupation; and
(D)	Personal data of former employers – name of Applicant’s former employers, nationality, occupation, address, telephone number, number of family members and age of children.

21. To comply with DPP1(1), the Employment Agencies can only collect such personal data for a purpose directly related to its function or activity; and the data is **adequate but not excessive** in relation to that purpose.

(A) Identification and contact information of the Applicants

22. Under section 56 of the Employment Ordinance (Cap. 57), an employment agency should maintain a record containing job applicants’ name, address, HKID number or, in the case of a non-resident, passport number and nationality. In the circumstances, the Commissioner opines that the collection by the Employment Agencies of the personal data listed in paragraph 20(A) above to fulfil their legal obligations does not violate the requirement of DPP1(1).

(B) Information for facilitating selection of suitable FDHs by prospective employers

23. Personal data provided by the Applicants is collected by the Employment Agencies for the lawful purpose of provision of employment agency services. The Employment Agencies then provide to the prospective employer background information about the Applicants so as to assist them in the selection of suitable FDHs. It is thus **necessary** for the Employment Agencies to collect the Applicants’ background information. But the personal data

collected must be relevant to the job of a FDH, and is **not excessive** for the prospective employers to consider the suitability of the Applicants.

24. Undoubtedly, the job nature of FDHs is pretty unique. According to the “standard employment contract”, FDHs should reside in their employers’ residence. They perform household work and take care of all members of the family (including the elderly and children). FDHs have to interact intimately with their employers and their family members day in and day out as if they were one family. Therefore, the Commissioner understands that apart from knowing the Applicants’ build, age, work experience and education level, the following information about the Applicants may also be relevant to the prospective employer in assessing the suitability of the Applicants to be a FDH in his home:-

Information	Reasons
Photograph	To look for the Applicants with pleasing appearance and compatible with the family
Nationality, habits (e.g. smoker or not) and religion	To assess if the Applicants can get along with the family
Marital status, number of children, number of siblings and the Applicants’ ranking among the siblings	To assess the Applicants’ character, family burden, and the ability and experience of looking after people

25. The Commissioner understands that different prospective employers may have different criteria for selecting the “FDH of choice”, depending on their family circumstances and their subjective personal preferences. Hence, it is not possible to arrive at a consensus among all employers on what information is relevant to the selection of FDHs. Even if it is quite unnecessary for individual prospective employers to consider all of the information listed in paragraph 20(B) above, the Employment Agencies still have a **genuine need** to collect the information in order to cater to their different needs.

26. The Commissioner understands that certain employers may find it sufficient to have before them only some items of background information listed in paragraph 20(B) above for their initial screening for suitable FDHs. The collection of all background information of the Applicants by the Employment

Agencies may therefore be excessive for individual prospective employers to exercise a choice. However, **it should not be considered excessive** if the different backgrounds, cultures and specific requirements of all prospective employers are considered as a whole. The Commissioner therefore concludes that it is not excessive for the Employment Agencies to collect the various personal data set out in paragraph 20(B) above.

(C) Personal data of family members

27. Obviously, for the purpose of introducing the Applicants to prospective employers, it is not necessary for the Employment Agencies to collect the personal data set out in paragraph 20(C) above.

28. The Commissioner is aware that the Employment Agencies may provide additional services to the Applicants after they have been selected by the employers, such as arranging the Applicants to come to Hong Kong to work. In the meantime, the Employment Agencies may need to collect the personal data of the Applicants' family members for emergency contact. However, they should only do so based on genuine needs after the Applicants have been selected and provision of data by the Applicants is made on a voluntary basis. Collection by the Employment Agencies of the personal data of the Applicants' family members before confirmation of employment is not necessary and is excessive. It constitutes a contravention of the requirements of DPP1(1).

(D) Personal data of former employers

29. Since the Applicants must possess at least two years' relevant work experience as required by the Immigration Department, they will usually state their work experience (including work experience in Hong Kong) in their job applications by providing the personal data mentioned in paragraph 20(D) above. In addition, the Applicants are required to provide to the Immigration Department their former employer's name, address and date of commencement of work when applying for work visa on "Visa/Extension of Stay Application Form for Domestic Helper from Abroad²".

30. As the details of past work experience of the Applicants (including the employment period, the work district and the job nature, such as whether they have to look after the elderly and children, and the reasons for termination, etc.) are important factors that would be considered by prospective employers, the Commissioner agrees that the Employment Agencies have to obtain such

² ID998A Form of the Immigration Department

information before introducing the Applicants to the prospective employers so as to avoid misunderstanding and ensure the recruitment process will run smoothly. The Employment Agencies may also need to enquire with the former employers to check the Applicants' performance and whether the contracts were successfully completed.

31. Under the circumstances, the Commissioner is of the view that it is necessary for the Employment Agencies to collect the Applicants' past work experience as a domestic helper, including the contact information of former employers. Hence, the collection of personal data in paragraph 20(D) above does not contravene DPP1(1).

Disclosing excessive personal data on the Internet by the Employment Agencies

32. Under the requirement of DPP3, unless prescribed consent (i.e. explicit and voluntary consent) is obtained from a data subject, personal data should only be used for the purpose for which the data was initially collected or other directly related purpose. Pursuant to section 2(1) of the Ordinance, use of personal data includes the disclosure or transfer of that data. Thus disclosure of personal data provided by the Applicants on the Internet by the Employment Agencies constitutes use of the data. The purpose for which the personal data was initially collected (or other directly related purpose) is to enable the Employment Agencies to introduce the Applicants to prospective employers (or any other purpose directly related to that).

(i) Disclosure of the Applicants' name, address and passport/HKID number on the Internet is unnecessary

33. The Commissioner understands that posting the Applicants' personal data (i.e. the information listed in paragraph 20(B) above) on the websites will facilitate off-site selection of suitable FDHs by prospective employers. The prospective employers operating at home are able to learn about the types and number of foreign domestic helpers offered by different employment agencies. They can then decide whether to visit the offices of the Employment Agencies to obtain more information and make further selection.

34. Undoubtedly, the Applicants expect that the personal data they provided to the Employment Agencies will be used by prospective employers for choosing suitable FDHs. Hence posting their photographs and background information on the Internet to enable such selection is within their reasonable expectation. Disclosure of such information does not contravene the requirement of DPP3.

35. However, to mitigate the privacy risks to the Applicants as mentioned in paragraph 14 above, there should be no excessive disclosure of personal data on the Internet. In this regard, the Commissioner considers there is no practical need for the Employment Agencies to disclose the Applicants' name, address and passport/HKID number (i.e. the information listed in paragraph 20(A) above) on the Internet. Obviously, such data would not be regarded as criteria for selection of FDHs by prospective employers in general. For operational purpose, the names of the Applicants can be replaced by reference numbers.

36. In the course of investigation by this Office, H L & C Employment Agency Limited and Viva Employment Services Limited accepted the above advice of the Commissioner. They have replaced the names of the Applicants with reference numbers on their websites to protect the Applicants' personal data privacy. After shortlisting suitable Applicants on the Internet, the prospective employer may make further enquiries with these employment agencies by quoting the Applicants' reference numbers. It is definitely practicable for the Employment Agencies to reduce privacy risks to the Applicants by not disclosing their names on the Internet.

37. In the Commissioner's opinion, it is unnecessary for the Employment Agencies to disclose the Applicants' personal data listed in paragraph 20(A) above to facilitate the selection of FDHs by prospective employers. This practice brings about the privacy risks mentioned in paragraph 14 above. It is a contravention of the requirement of DPP3.

(ii) Online disclosure of the personal data of the Applicants' family members by the Employment Agencies is unnecessary

38. Personal data is protected under the Ordinance whether or not it is collected directly from the data subject. DPP3 restricts the use of personal data to the purpose for which the data was initially collected or any other purpose directly related to it. For other purposes, explicit and voluntary consent by the data subject is required.

39. As pointed out by the Commissioner, it is unnecessary for the Employment Agencies to collect the Applicants' personal data listed in paragraph 20(C) to facilitate the selection of domestic helpers by prospective employers. Obviously, prospective employers would not generally rely on the information relating to an Applicant's family members to decide on her suitability. Disclosure of such information on the Internet is not directly related to the

purpose of introducing the Applicants to prospective employers. Hence it is a contravention of the requirement of DPP3.

(iii) Online disclosure of the personal data of the Applicants' former employer by the Employment Agencies is unnecessary

40. It has come to the Commissioner's attention that personal data disclosed by some of the Employment Agencies on the Internet included the name and address of the Applicants' former employers. In this respect, similar to the personal data of the Applicants' family members, the name and address of an Applicant's former employers would not generally be taken as relevant factors by the prospective employer to decide on the suitability of the Applicant. Hence disclosure of such information on the Internet is not directly related to the purpose of introducing the Applicants to prospective employers. Although the Commissioner agrees that it is necessary for the Employment Agencies to collect the name and address of former employers for reference check purposes, it does not mean, in view of the privacy risks mentioned in paragraph 14, that the Employment Agencies can disclose the same on the Internet. Otherwise the reasonable expectation of the former employers would be exceeded.

41. In short, online disclosure of the names and addresses of the Applicants' former employers by the Employment Agencies without the former employers' consent contravened the requirement of DPP3.

Enforcement actions against the Employment Agencies

42. In summary, the Commissioner concluded that the practice of the 10 Employment Agencies in relation to the collection and the online disclosure of personal data contravened the requirements of DPP1(1) and DPP3 respectively. Details on the contraventions by each of the Employment Agencies are set out in Appendix II to this report.

43. During the course of investigation by this Office, certain remedial actions were taken by some of the Employment Agencies (see Appendix III). Pursuant to sections 47 and 50 of the Ordinance, investigation reports and enforcement notices were served to the 10 Employment Agencies by the Commissioner, directing them to remedy and prevent the recurrence of the contraventions. They are required to complete the following remedial steps in stages within one month from the date of receipt of the enforcement notices:

- (i) stop collecting the personal data of the Applicants' family members;
- (ii) destroy all the personal data on hand of the Applicants' family members, unless there is a legal requirement to retain the same;
- (iii) revise the personal data collection form to ensure no excessive personal data will be collected;
- (iv) stop disclosing on the Internet the Applicants' names, addresses and passport/HKID numbers;
- (v) stop disclosing on the Internet the personal data of the Applicants' family members;
- (vi) stop disclosing on the Internet the names and addresses of the Applicants' former employers; and
- (vii) revise the policy on online disclosure of the personal data provided by the Applicants to ensure that the Applicants' names, addresses, passport/HKID numbers, the personal data of the Applicants' family members and the names and addresses of the Applicants' former employers will not be disclosed.

44. Contravention of an enforcement notice is an offence under section 50A of the Ordinance and an offender is liable on conviction to a fine of \$50,000 and to imprisonment for 2 years and, in the case of a continuing offence, to a daily penalty of \$1,000. In the event the offender repeats the DPP contravention intentionally, it commits an offence that attracts the same penalty, without being served an enforcement notice.

Advice to the Employment Agencies in general

45. Through publication of this report, the Commissioner intends to provide guidelines to all other Employment Agencies in respect of their collection and online disclosure of personal data. Employment Agencies should make good use of the guidelines to improve their practice and ensure no excessive personal data is collected or disclosed on the Internet.

46. The Commissioner pointed out in this investigation report that certain Employment Agencies had contravened the requirements of DPP3 by disclosing

the personal data of the Applicants' former employers on the Internet. However, the investigation did not cover the direct disclosure of former employers' personal data to prospective employers visiting the Employment Agencies' offices. In this regard, the Commissioner would like to remind all Employment Agencies that while it is acceptable for them to disclose the Applicants' work experience (including the employment period, the work district and the job duties, such as whether they have to look after the elderly and children, and the reasons for termination, etc.), the former employers' personal data (such as name and contact information) should not be disclosed. In case a prospective employer wants to contact an Applicant's former employer for a reference, the prior consent of the former employer should be obtained by the Employment Agency.

47. As a matter of best practice (not just compliance with the provisions of the Ordinance), Employment Agencies are advised to obtain the consent of the Applicants for online display of the Applicants' personal data relevant to employee selection by prospective employers (that is, items listed in paragraph 20(B) above). The Commissioner recommends this practice in view of the online privacy risks mentioned in paragraph 14 above and that some data items are sensitive. The Employment Agencies should respect the choice made by the Applicants and refrain from uploading those data items for which an indication of objection is expressed by the Applicants.

Other comments

48. In relation to how a data user can comply with the requirements of the data protection principles in collecting, disclosing or transmitting personal data through the Internet, one may make reference to the "Guidance for Data Users on the Collection and Use of Personal Data through the Internet"³ issued by the Commissioner.

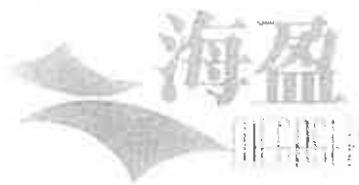
49. Personal data is protected by DPP3 regardless of whether it is available for public access or not. No one is allowed to abuse the Applicants' personal data disclosed on the Internet by the Employment Agencies. More detailed explanations on how DPP3 regulates the use of personal data in the public domain are found in the Commissioner's "Guidance on the Use of Personal Data Obtained from the Public Domain"⁴.

³ https://www.pcpd.org.hk/english/publications/files/guidance_internet_e.pdf

⁴ https://www.pcpd.org.hk/english/publications/files/GN_public_domain_e.pdf

Appendix I

Samples of the Personal Data Disclosed Online by the Employment Agencies



MEGASEA Employment Agency Limited

海盈僱傭中心有限公司

Room 501-502, 168 Sai Yeung Choi Street, Mongkok, Kowloon, H.K.
 Room 1701, McDonald's Building, No. 46-48 Yee Wo Street, Causeway Bay, H.K.
 Room 1513, 15/F., Nan Fung Centre, 294-298 Castle Peak Road, Tsuen Wan, H.K.
 Shop NO 173, Level 5, Shatin Lucky Plaza, Wang Pok, Suwei, Shatin, N.T.

Fax 21936885
 Tel 28826600
 Tel 24116697
 Tel 26028277



PERSONAL DATA 個人資料

Applicant No. 留証號碼: [REDACTED]
 Name 名稱: [REDACTED]
 Date of Birth 出生日期: [REDACTED] Age 年齡: 45
 Religion 宗教: CATHOLIC Marital Status 婚姻狀況: MARRIED
 Place of Birth 出生地點: [REDACTED]
 Weight 體重: KG Height 身高: CM
 Address 住址: [REDACTED]



FAMILY BACKGROUND 家庭背景

Father's Name 父親姓名: [REDACTED] Mother's Name 母親姓名: [REDACTED]
 Husband's Name 丈夫姓名: [REDACTED] No. of Brother & Sister 兄弟姊妹數目: 6
 No. of Children 子女數目: 3 Age 年齡: 25/23/20 YOL

EDUCATION 學歷

Elementary 小學 Junior High School 中學
 Senior High School 高中 College / University 專上大學

INTERVIEW APPRAISAL 面試評價

	差 Poor	平 Fair	中等 Average	優 Good
Babies Caring 護理嬰兒	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Children Caring 護理兒童	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Care of Elderly / Disabled 護理老人 / 傷殘	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personality 個性表現	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Facial Expression 儀容	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cooking 烹飪	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spoken English 能操英語	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spoken Cantonese 能操廣東話	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spoken Mandarin 能操國語	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Working Experience 工作經驗

Hong Kong 香港 Singapore 星加坡
 Taiwan 台灣 Indo/Phil 印尼菲律賓
 Others 其他

Remarks 評語: Mature 成熟 Patient 耐性
 Obedient 服從 Responsive 靈敏
 HIGH SCHOOL, SPEAK GOOD ENGLISH, WILLING TO LOOK AFTER YOUNG CHILDREN

DOMESTIC EMPLOYMENT RECORDS 工作紀錄

Name of Employer 僱主名稱: [REDACTED] MM/YY to MM/YY 時間: 2006 2013 Madam Working
 Madam Stay-in
 Family Member 家庭成員: Adult 成人 2, Children 小孩 1, Baby 嬰孩 1, Elderly 老人 1, Disabled 傷殘 1
 Duties 工作範圍: General Household Works and Care of [REDACTED]
 Baby Age 嬰孩月數: New Born 初生, Month(s) 個月: [REDACTED] Children Age 小孩月數: 2B Yr
 Elderly Age 老人月數: Healthy Sick Disabled Pets 寵物: Dog 狗 / Cat 貓
 Cooking by herself 自己煮食 Cooking with employer / Grandmother 同僱主或老人家煮食
 Cleaning / Ironing / Washing Clothes 清潔 / 燙衫 / 洗衫 Sleeping with Baby / Children 與BB / 小孩同睡
 No Holiday 無假期 Once / Twice a month 每月一次 / 兩次 Weekly 每星期 Other 其他
 Remarks 補充: PREPARE FOOD, FEED HIM, CHANGE DIAPERS, SEND HIM TO SCHOOL.

Address of Employer 工作地點: [REDACTED] Salary 工資: 4000 Reason to Leave 離職原因: Finished Contract EARLY RELEASED



● DOMESTIC EMPLOYMENT RECORDS 工作紀錄 Applicant No 僱傭編號

Name of Employer 僱主名稱 _____ MM/YY to MM/YY 時間 _____ : Madam Working
 _____ 2004 _____ 2006 : Madam Stay in

Family Member 家庭成員 Adult 成人 Children 小孩 Baby 嬰孩 Elderly 老人 Disabled 殘疾

Duties 工作範圍: General Household Works and Care of _____ 一般家務及照顧

Baby Age 嬰孩歲數 New Born 初生 _____ Month(s) 個月 Children Age 小孩歲數 ?B.Y.P
 Elderly Age 老人歲數 _____ Healthy Sick Disabled Pets 寵物 Dog 狗 / Cat 貓

✓ Cooking by herself 工人煮食 Cooking with employer / Grandmother 同僱主或老人家煮食

✓ Cleaning / Ironing / Washing Clothes 清潔 / 熨衫 / 洗衫 ✓ Sleeping with Baby / Children 與BB / 小孩同睡

No Holiday 無假期 Once / Twice a month 每月一次 / 兩次 Weekly 有星期 Other 其他 _____

Remarks: 補充 CHILDREN: FEED HIM, GAVE HIM FOOD, PREPARE HIS THING TO SCHOOL.

Address of Employer 工作地點 _____	Salary 工資 _____	Reason to Leave 離職原因 FINISHED CONTRACT	Finished Contract
-----------------------------------	-----------------	---	-------------------

Other Information 其他補充 _____

● DUTIES I CAN DO BEST 最擅長之工作

Care of Baby 照顧嬰兒 Care of Children 照顧小孩 Care of Elderly 照顧老人 Cooking 煮食
 Care of Disabled 照顧傷殘人士 Cleaning / Washing 清潔 / 洗衫 Care of Pets 照顧寵物

● SUPPLEMENTARY QUESTIONS 附加題問

YES 有 NO 沒有

1. Do you eat pork? 是否可以食豬肉?
2. Are you willing to take day-off not on Sunday? 願意假期不在星期日?
3. Are you willing to have your day-off compensated instead of going out on your own in order to earn extra income? 願意以薪金取代假期?
4. Do you afraid of dogs or cats? 你怕不怕狗或貓?
5. Do you have any serious sickness or handicapped? 你是否患有重病或殘疾?

I understand and agree to pay Megasea Employment Agency Limited 10% of my first month salary upon the successful employment to work as domestic helper in Hong Kong.

I hereby declare that all statements made by myself in this 2 pages application form are true and correct. I agree all the terms and conditions stated above in this application.

Saya mengerti dan menyetujui / bersedia untuk membayar Megasea Employment Agency Limited sebesar 10% dari gaji pertama saya karena berhasil bekerja sebagai pembantu di Hong Kong. Saya Sudah di beri pengertian dengan Bahasa Indonesia tentang isi biodata di atas dan Saya mengerti dan menyetujuinya. Saya menyatakan semua perkiraan yang saya buat dalam dua halaman adalah benar. Saya menyetujui semua pernyataan dan kondisi yang tertera di atas.

我理解及同意在成功申請人的資料，必須正確。

Interviewer's Signature _____

Applicant's Signature
(Tanda Tangan Pembantu)

Declaration:

All data and information contained in this biodata is provided by the applicant/helper. Some of the information and data is unverified and uncertified. Megasea Employment Agency Limited shall not be responsible for any losses and damages caused by any discrepancy and incorrectness of the information and data provided by applicant/helper in this biodata. The Client may request us in writing his/her request for any verification of a particular data(s) at an additional charge other than the Service Fees charged by our Company.

菲律賓工人資料

A & E Employment Center Company LTD

Rm. 1605, 16/F Hollywood Plaza, 610 Nathan Road, Mongkok TEL: 2770 1198 FAX: 2388 9057
Rm. 726, 7/F Nan Fung Ctr. No. 264-298 Castle Peak Rd. Tsuen Wan TEL: 3100 0151 FAX: 3100 0120
Rm. 101, 10/F. Shun Hei Causway Bay Center, 492 Lockhart Rd. Causeway Bay TEL: 2155 1120 FAX: 2155 1139
Shop 15B, 3/F. Tung Yick Building, 8 Yu King Square Yuen Long N.T. TEL: 2474 0001 FAX: 2474 0123

NAME: _____ NO. _____ PI _____
Date of birth: _____ Age: 30
Height: 4'11" Weight: 46 kg DATE: April 13, 2014
Address: _____

Education: Primary High School College
Religion: Christian Catholic Muslim
Marital: Single Married Divorced Single Mother

Father's Name: _____ Age: 56 Occupation: Farmer
Mother's Name: _____ Age: 52 Occupation: _____
No. of Brother & Sister: 2 brother 1 sister You are the 1st child in the family

Husband Name: _____ Age: 33 Occupation: Farmer
No. of children: 1 Age: 12

Office Remarks

Photo
相片

PERSONAL INFORMATION & EXPERIENCE

- 1/ Do you smoke? No
Do you drink wine? No
- 2/ Do you have any experience in taking care of pets? No If so what kind of pets you have experience? _____
- 3/ Do you have allergies? No If you do under influence of what? _____
- 4/ If required are you prepared to have your day of on weekday instead of Sunday? No
If so which day you prefer? _____
- 5/ Have you worked abroad before? Yes
If so where? Singapore
- 6/ Do you have experience in taking care of newly born baby? No
- 7/ Do have experience in taking care of children? Yes If so, how old? 7, 9, 10

I agree's with this agency that my application form / personal data's can show to all prospective person/institution they may have.

Applicant's Signature

EDUCATIONAL BACKGROUND AND SKILL

Educational Background

Level	Name of Institution	Period
College (University)		
High School		
Primary		

Special Training: _____

Qualification Attained: _____

Languages: (State if good , fair , poor)

	Speaking	Reading	Writing	Understanding
English	good	good	good	good
Cantonese	poor			
Mandarin				
Other				

Cooking Skill : (Please tick as appropriate & state if good , fair , poor)

Chinese Food: good English Food: fair Philip Food: good
 Other: _____

Housekeeping Skill

Cleaning _____ Window Floor Furniture
 Washing _____ By Hand Machine Ironing

Baby Sitting And Child Care:

Bathing Feeding Changing Diapers
 Sterile BB Utensils Prepare BB Food Test Temperature

EMPLOYMENT RECORD

Record of your MOST RECENT Employment:

1/ Name of your employer : _____ Nationality: Chinese
 Address: _____ Occupation: Food Business
 No. of adults : 2 No. of children: 3 Age of child: 7, 8, 11
 Before Start: Aug. 16, 2012

Your Job Description:

Duties (given details): cooking, marketing, cleaning, looking after the kids Salary: 3740
 Reason for leaving: Finished contract

Employment Reference:

Contract Period: 2 yrs
 Starting from: Aug. 14, 2012 Finished from: Aug 14, 2014

Record of your IMMEDIATE PAST Employment:

2/ Name of your employer : _____ Nationality: Chinese
 Address: _____ Occupation: business
 No. of adults : 3 No. of children: 1 Age of child: 1
 Before Start: _____

Your Job Description:

Duties (given details): cleaning, washing, cooking, car washing Salary: 35
 Reason for leaving: _____

Employment Reference:

Contract Period: 11 months
 Starting from: June 21, 2011 Finished from: May 15, 2012

PLEASE ANSWER THE FOLLOWING QUESTION:

- 1/ Did you work in HONG KONG before? YES / NO
 If you did, when? _____
 2/ Did u work in any foreign country other than HONG KONG? YES / NO
 If you did, where? Singapore When? 2007 - 2011

I hereby declare that I desire to work as a domestic helper. I further declare that the above information given by me is true to the best of my knowledge. _____ Applicant's Signature

How did you know this agent? _____

Overseas Maid Details



海外僱傭中心有限公司

OVERSEAS EMPLOYMENT CENTRE Ltd.

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 Mongkok Tel: 2148 2138 Shatin Tel: 3113 9018
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Ref. No. 檔號 [REDACTED]
 VCD No. 碟號 SEE ONLINE

Personal Particular 申請人履歷

Name 姓名 [REDACTED]	Date of Birth 出生日期 [REDACTED]
Age 年齡 32	Horoscope 星座 CANCER 巨蟹座
Height 身高 163 CM	Chinese Horoscope 生肖 DOG 狗
Weight 體重 71 KG	Place of Birth 出生地點 KALIBO AKLAN
Religion 宗教 CATHOLIC 天主教	Marital Status 婚姻狀況 SINGLE 未婚
Address 住址 [REDACTED]	Education 教育水平 COLLEGE 學院
	Other Course 其他課程 BACHELOR OF SCIENCE IN CRIMINOLOGY - GRADUATE

My Skills 我最擅長的工作

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Child Care 護理小孩 | <input checked="" type="checkbox"/> Elderly Care 護理長者 | <input checked="" type="checkbox"/> General Housework 家務 |
| <input checked="" type="checkbox"/> Disabled Person Care 照顧殘障 | <input checked="" type="checkbox"/> Cooking 烹飪 | <input type="checkbox"/> Baby Care 嬰兒護理 |
| <input type="checkbox"/> Caring for Pet 照顧寵物 | <input type="checkbox"/> Bedridden Care 照顧臥床病人 | |

Overseas Experience 外國經驗

Local Experience 本地經驗

SHE HAS 2 YEARS WORKING EXPERIENCE IN PHILIPPINES AS A DOMESTIC HELPER. 在菲律賓當女傭 2 年，工作包括煮飯、家務及照顧小孩等。

Interview Appraisal 面試評選報告

	Acceptable 可	Average 平	Good 好
Personality 個性	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Facial Expression 儀容	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tidiness 整潔	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Polliteness 禮貌	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Household Chores 家庭雜務	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nursing Infant 護理嬰兒	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caring for Child 護理小孩	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Caring for Elderly Person 照顧老人	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Caring for the Disabled Person 照顧殘障	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cooking 煮食	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Experience 工作經驗	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking in English 能說英語	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking in Cantonese 能說廣東話	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking in Mandarin 能說國語	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Remarks: 請註
 RECOMMEND IN TAKING CARE OF CHILDREN, ELDERLY AND DOING GENERAL HOUSEWORK

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Family Background 家庭背景

Father 父親: [REDACTED] Age 年齡: 57 Occupation 職業:
 Mother 母親: [REDACTED] Age 年齡: 58 Occupation 職業: TEACHER
 Husband 丈夫: [REDACTED] Age 年齡:
 No. of Brothers 兄弟人數: 1 No. of Sisters 姊妹人數: 2 Position in the Family 我排行第: 1
 No. of Children 兒女人數: Age of Children 兒女年齡:

Household Work 家庭工作

1. What experience do you have in general housework? 你有那些家務經驗?

- | | | | | |
|---|--|---|---|--|
| <input checked="" type="checkbox"/> Cleaning 清潔 | <input checked="" type="checkbox"/> Furniture 傢俱 | <input checked="" type="checkbox"/> Washing Machine 洗衣機 | <input checked="" type="checkbox"/> Washing Car 洗車 | <input checked="" type="checkbox"/> Fix Bed 鋪床 |
| <input checked="" type="checkbox"/> Window 窗口 | <input checked="" type="checkbox"/> Ironing 燙衣服 | <input checked="" type="checkbox"/> Sewing Clothes 縫紉衣服 | <input checked="" type="checkbox"/> Hand Washing Clothes 手洗衣物 | |
| <input checked="" type="checkbox"/> Floor 地板 | <input type="checkbox"/> Gardening 園藝 | <input type="checkbox"/> Caring for Pet 照顧寵物 | <input checked="" type="checkbox"/> Vacuum Cleaning 吸塵 | |

Infant / Child Care 照顧嬰兒及小孩

1. Are you willing to take care of newly born baby? 你是否願意照顧初生嬰兒?

Yes 是 No 否

2. Age of children you have taken cared of. 你曾照顧小孩的年齡: 2

Years Old 歲 Months 月

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Bathing 洗澡 | <input type="checkbox"/> Testing Body Temp 量體溫 | <input type="checkbox"/> Changing Diapers 更換嬰兒尿布 |
| <input checked="" type="checkbox"/> Feeding 餵食 | <input type="checkbox"/> Sterilizing Baby Bottle 消毒奶瓶 | <input type="checkbox"/> Preparing Baby Food 準備嬰兒食物 |
| <input type="checkbox"/> Caring of Child with Mental Disabilities 照顧弱智孩童 | | <input checked="" type="checkbox"/> Caring of Child During Night Time 夜間照顧小孩 |
| <input type="checkbox"/> Caring of Baby During Night Time 夜間照顧嬰兒 | | |

Care of Old Aged / Bedridden / Disabled person 照顧長者 / 臥床病人 / 殘障人士

1. What experience do you have in taking care of elderly, bedridden or disabled person?
 你有那些照顧長者、殘障人士及臥床病人的經驗?

- | | | | |
|---|-----------|---|--------|
| <input checked="" type="checkbox"/> Female 女性 | Age 年齡 86 | <input type="checkbox"/> Male 男性 | Age 年齡 |
| <input type="checkbox"/> Disabled 殘障 | | <input type="checkbox"/> Bedridden 臥床病人 | |

2. If you have no experience, are you willing to take care of elderly, bedridden or disabled person?

如你沒有經驗, 你是否願意照顧長者、殘障人士及床病人?

Yes 是 No 否

Cooking 煮食

1. Do you have any experience in cooking? 你是否有煮食經驗?

Yes 是 No 否

2. If you have experience, please state. 如你已有經驗, 請註明。可、平及好

	Acceptable 可	Average 平	Good 好
Chinese Food 中國菜	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indonesian Food 印尼菜	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filipino Food 菲律賓菜	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Western Food 西式菜	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thai Food 泰國菜	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nepalese Food 尼泊爾菜	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Singaporean / Malaysian Food 星馬菜	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Middle Eastern Food 中東菜	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taiwanese Food 台菜	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baking 烘製糕點	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Ref. No 檔號

VCD No 碟號

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Domestic Helper Employment Records 傭工工作紀錄

Name of Employer 僱主姓名:

Date from 由: FEB 2011

To 至:

FEB 2013

Address 地址:

Telephone 電話:

No. of Family Members 家庭人數:

4

Nationality 國籍: FILIPINO

Language You spoke with Your Employer 每日語言:

ENGLISH

Your duties 職責: TAKING CARE OF ELDERLY, CHILDREN, COOKING, MARKETING AND DOING GENERAL HOUSEWORK.

General Housework 家務

Car washing 洗車

Gardening 打理花園

Cooking 煮食

Washing Clothes 洗衫

Ironing 燙衫

Chinese Food 中國菜

Western Food 西餐

Indonesian Food 印尼菜

Filipino Food 菲律賓菜

Thai Food 泰國菜

Nepalese Food 尼泊爾菜

Middle Eastern Food 中東菜

Taiwanese Food 台菜

Singaporean Food 星菜

Malaysian Food 馬菜

Baby Care 護理嬰兒

Age 年齡:

The first day you began work 工作第一天

Child Care 護理小孩

Age 年齡: 2

The first day you began work 工作第一天

Elderly Care 護理老人

Age 年齡: 86

Disabled Person Care 照顧殘障

Reason for Leaving 離職原因:

FINISHED CONTRACT

Name of Employer 僱主姓名:

Date from 由:

To 至:

Address 地址:

Telephone 電話:

No. of Family Members 家庭人數:

Nationality 國籍:

Language You spoke with Your Employer 每日語言:

Your duties 職責:

General Housework 家務

Car washing 洗車

Gardening 打理花園

Cooking 煮食

Washing Clothes 洗衫

Ironing 燙衫

Chinese Food 中國菜

Western Food 西餐

Indonesian Food 印尼菜

Filipino Food 菲律賓菜

Thai Food 泰國菜

Nepalese Food 尼泊爾菜

Middle Eastern Food 中東菜

Taiwanese Food 台菜

Singaporean Food 星菜

Malaysian Food 馬菜

Baby Care 護理嬰兒

Age 年齡:

The first day you began work 工作第一天

Child Care 護理小孩

Age 年齡:

The first day you began work 工作第一天

Elderly Care 護理老人

Age 年齡:

Disabled Person Care 照顧殘障

Reason for Leaving 離職原因:

Please rank from 1 (most experienced) to 10 (least experienced) 我最擅長的工作

- a Household chores 家庭雜務
- b Cooking 煮食
- c Nursing Infant 護理嬰兒
- d Caring for Child 護理小孩
- e Caring for Elderly Person 照顧老人
- f Caring for Disabled Person 照顧殘障人士
- g Washing and Ironing Clothes 洗燙衣服
- h Caring for pet 照顧寵物
- i Gardening 打理花園
- j Washing Car 洗車

Number
次序

- 8
- 9
- 5
- 3
- 1
- 2
- 10
- 4
- 7
- 6

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Part A General Information 一般諮詢

Are you willing 你是否願意

	Willing 願意	Unwilling 不願意	Comments 意見
1. To eat Chinese food provided by your employer 接受主人供應之食物	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. To work with a family with elderly person 在有老人家之家庭工作	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. To take care of male senior/disabled patient 照料男性病患、老翁	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. To share a room with children/elderly person/relative 與主人孩童/長者/親人同房	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. To accept the weekly day off assigned by your employer 接受主人指定之假日	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. To work on your day off for overtime pay 假日工作賺取額外工資	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. To do some household chores on day off 放假時替主人做些家事	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. To return home no later than the time set by your employer during your day off 假日依主人安排準時回家	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Part B Personal Questions 個人問卷

	Yes 是	No 否
1. Do you smoke? 你抽煙嗎?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Do you drink alcohol? 你喝酒嗎?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Are you willing to serve a family of more than 8 members? 你願意在6人以上之家庭工作嗎?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Can you promise not to invite friends and relatives to visit you at your employer's home without the consent of your employer? 你能承諾不得主人允許u00a4? 謝絕B友到訪主人家裡嗎?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Can you promise to dress properly, wearing no make-up and nail polish while working? 你能承諾於工作時穿著適當, 不化妝、不塗甲油嗎?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Can you promise not to ask for salary advance from your employer under any circumstances? 你能承諾於任何情形下不向主人借錢嗎?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Can you prepare and cook beef? 你會預備及處理牛肉嗎?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Can you prepare and cook pork? 你會預備及處理豬肉嗎?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Do you shower and brush your teeth daily? 你是否每日洗澡和刷牙?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Can you take care of dog(s), cat(s) and bird(s)? 照顧狗、貓及小鳥	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please Answer the Following Questions 簡答下列問題

Briefly talk about the responsibilities of a domestic helper 簡述家庭傭工之責任

MUST BE HARD-WORKING, HONEST, RESPONSIBLE AND OBEDIENT
 Briefly explain your reasons for working in Hong Kong 簡述赴港工作之理由
 TO EARN MORE MONEY TO SUPPORT MY FAMILY

Who will take care your children/parents/family when you are not at home?
 當你離開你的家庭時, 誰照顧你的子女或家庭?

MY PARENTS.

What are your hobbies and interests? 你有什麼興趣和嗜好?
 COOKING.

I hereby certify that the above information is true and correct and any false statements herein made shall be enough grounds for OVERSEAS EMPLOYMENT CENTRE LTD. to terminate the processing of this application.
 本人宣誓以上陳述之資料全部真確, 並無虛言。

FDH Name 家傭職位申請者姓名: [Redacted]

Comments from Training Centre 訓練中心評語

[Redacted] HAS THE CONFIDENT TO DO THE CHILD TUTORING BECAUSE SHE IS COLLEGE GRADUATE, SHE LOVE TO TAKE CARE OF CHILDREN AND SHE KNOW THE PROPER WAYS IN TAKING CARE OF ELDERLY AND EVEN DISABLED PERSON. SHE IS KNOWLEDGEABLE ALSO IN DOING THE HOUSEHOLD MANAGEMENT AND SHE HIGHLY EXPERIENCED IT TO THEIR OWN HOME. SHE WISHES TO BE GIVEN A CHANCE TO WORK WITH YOU. NOTE: CAN DO DRIVING FOYR WHEELS WITH PROFESSIONAL LICENSE.

Overseas Maid Details

All information in respect of the Applicant ("the Information") are provided by the Applicant and Overseas Employment Centre Limited ("OEC") only act as an agent to allow the Information be posted here but otherwise OEC has no means to verify the accuracy or timeliness of any of the Information. The Information shall not be treated as advertisement by OEC but only for viewers' general reference purpose only. The viewers shall verify the said information with the Applicant direct as appropriate. The viewers waive all their rights against OEC in respect of the Information.

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姓名： [REDACTED]
年齡： 41
性別： FEMALE
宗教信仰： IGLESIA NI CRISTO
教育： SENIOR HIGH SCHOOL
高度： 148 CM'S
體重： 45 KG's

婚姻狀況： SINGLE PARENT

丈夫職業： NIL

子女數目： 1

子女年齡： 7

父親職業： PASS AWAY

母親職業： HOUSEWIFE

兄弟姐妹數目： 2/1

兄弟姐妹排行： 4

國籍： FILIPINO

位置： HK

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Remark: If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

此中文版告示為英文版本譯本。如中，英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。



姓名: [REDACTED]
 月薪: 0
 住宿: SHARE ROOM
 休息日: SATURDAY
 願與其他外傭工作: YES
 工作地點: ANY

- 照顧初生嬰兒 (0-1 歲): ★★☆☆☆
- 照顧小孩 (1-10 歲): ★★☆☆☆
- 照顧長者: ★★☆☆☆
- 照顧病人: ★★☆☆☆
- 中餐烹飪: ★★☆☆☆
- 西餐烹飪: ★★☆☆☆
- 照顧寵物: ★★☆☆☆
- 粵語對話: ★★☆☆☆
- 英語對話: ★★☆☆☆
- 普通話對話: ★★☆☆☆

備注: HELPER CLAIMED THAT: 1)SHE IS
 HIGHSCHOOL GRADUATE: 2)1ST HK-HO
 MAN TIN:2010-2014(4YEARS). 1
 CHINESE ADULT. GENERAL
 HOUSEWORK, MARKETING & COOKING.
 FINISHED CONTRACT. 3)SHE CAN
 UNDERSTAND AND SPEAK BASIC
 CANTONESE. 4)SHE LIKES TO TAKE
 CARE NEWBORN & CHILD. 5)SHE IS
 WILLING TO LEARN MORE. 6)SHE IS
 AFRAID OF DOGS. 7)SHE IS NICE &
 POLITE.

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MAY/2010-MAY/2014			
服務時期:	MAY/2010-MAY/2014	工作時間:	07:00-23:00
工作地點:	HONGKONG	服務人數:	
服侍嬰兒的年齡(月):		服侍小孩的年齡(歲):	
服侍長者的年齡:		服侍成人數目:	1
照顧病人:	<input checked="" type="checkbox"/>	病人健康情況:	NIL
家務:	<input checked="" type="checkbox"/>	照顧寵物:	
洗熨衣服:	<input checked="" type="checkbox"/>	洗車:	
中國菜:	<input checked="" type="checkbox"/>	西餐:	
當地菜式:		住宅類型:	APARTMENT
離職理由:	FINISHED CONTRACT		
其他:	500SQ. FT., TWO KNEES OPERATED		

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Star Care Employment Centre

星越僱傭中心

Maid No. : [REDACTED]

Input Date

個人資料 Personal Information

姓名 NAME	[REDACTED]			Photo 相片		
護照號碼 Passport No		年齡 Age	32		性別 Sex	F
國籍 Nationality	Filipino		身高 Height		5'0" inch	
教育程度 Education Level	COLLEGE 學院		體重 Weight		174 lbs	
婚姻 Marital Status	MARRIED 已婚		宗教 Religion		CATHOLIC 天主教	
出生日期 Date of Birth	[REDACTED]		出生地點 Place of Birth		[REDACTED]	
生肖 Chinese Horoscope	ROOSTER 雞		星座 Horoscope		GEMINI 雙子座	
現有地址 Present Address	[REDACTED] PHILIPPINES					

家庭背景 Family Background

父親姓名 Name of father	[REDACTED]	年齡 Age	66	職業 Occupation	GOVERNMENT EMPLOYEE	
母親姓名 Name of Mother	[REDACTED]	年齡 Age	69	職業 Occupation	GOVERNMENT EMPLOYEE	
配偶姓名 Name of Spouse	[REDACTED]	年齡 Age	36	職業 Occupation	GOVERNMENT EMPLOYEE	
兄弟姊妹人數 No. of Brothers & Sisters	兄弟 Brothers	1	姊妹 Sisters	2	家中排行 Position in family	1ST
子女人數 No. of Children	男孩 Boys	1	年齡 Age	1, 12, 14 YRS. OLD	女孩 Daughters	0

教育背景 Education Background

程度 Level	學校名稱 Name of Institution	由至 From - To
小學 Primary	[REDACTED] ELEMENTARY SCHOOL	1987 to 1993
中學 Secondary		
高中 High School		
學院 College	[REDACTED] POLYTECHNIC COLLEGE	1997 to 1999
大學 University		
特殊證書 Other Certificate		

曾在海外工作之國家/地區 Working Experience in Abroad

國家/地區 Country/Region	工作地點 Work Location	工作時間 Duration	工作內容 Job Description
新加坡 Singapore	馬來西亞 Malaysia		亞聯酋 UAE
台灣 Taiwan	中東 Middle East		科威特 Kuwait
		08	香港 Hong Kong
		2	菲律賓 Philippines

本人能擔任的工作 Duties I can do best

照顧嬰兒 Care of Babies	照顧兒童 Tutoring Children	日托 Childing	照顧老人 Care of Elderly	煮飯 Cooking
照顧青少年 Care of Young Children	照顧寵物 Care of Pets	洗衣 Laundry	照顧殘障人士 Care of Disable	清潔 Cleaning

語言 Language Spoken: 廣東話 Cantonese 英語 English 國語 Mandarin
 印尼文 Bahasa 菲律賓文 Tagalog 泰國文 Thai 其他 Others



Star Care Employment Centre

星越僱傭中心

前僱主 Previous Employment

1 Name of Employer 僱主名稱		Employment Date (m/d/y)		Main Job 主要工作
Nationality 國籍: CHINESE	Country 國家: HONGKONG	From 由: 31 MAY 2010	To 至: 08 DEC 2010	Salary 薪金: HK\$ 3,000
Duties: No. of Family Members 家中人數		No. of Maids in the House 傭工數目		Size of the House 面積:
<input type="checkbox"/> Care of New-born 照顧嬰兒	Age/s 年齡: N/A	<input type="checkbox"/> Car Washing 清洗汽車		
<input type="checkbox"/> Care of Young Children 照顧兒童	Age/s 年齡: N/A	<input checked="" type="checkbox"/> Housework 一般家務		
<input checked="" type="checkbox"/> Care of Elderly Person 照顧老人	Age/s 年齡: 63, 65 YRS. OLD	<input checked="" type="checkbox"/> Cooking 烹飪		
<input type="checkbox"/> Care of Disabled 照顧傷殘	Age/s 年齡: N/A	<input type="checkbox"/> Care of Pets 照顧寵物		
<input type="checkbox"/> Chinese Food 中國菜		<input type="checkbox"/> Gardening 園藝		
Elder Woman's condition:	Elder Man's condition:	Mam is stay-in (Yes/No)?		
Employer's Tel No 僱主電話			Employer's Address 僱主地址	
Reason for Leaving 離職原因: PERSONAL REASON OF THE MAID				

2 Name of Employer 僱主名稱		Employment Date (m/d/y)		Main Job 主要工作
FAMY				
Nationality 國籍: CHINESE	Country 國家: HONGKONG	From 由: 26 FEB 2010	To 至: 27 MAR 2010	Salary 薪金: HK\$ 3,000
Duties: No. of Family Members 家中人數		No. of Maids in the House 傭工數目		Size of the House 面積:
<input type="checkbox"/> Care of New-born 照顧嬰兒	Age/s 年齡: N/A	<input type="checkbox"/> Car Washing 清洗汽車		
<input type="checkbox"/> Care of Young Children 照顧兒童	Age/s 年齡: 5 YRS OLD	<input type="checkbox"/> Housework 一般家務		
<input type="checkbox"/> Care of Elderly Person 照顧老人	Age/s 年齡: N/A	<input type="checkbox"/> Cooking 烹飪		
<input type="checkbox"/> Care of Disabled 照顧傷殘	Age/s 年齡: N/A	<input type="checkbox"/> Care of Pets 照顧寵物		
<input type="checkbox"/> Chinese Food 中國菜		<input type="checkbox"/> Gardening 園藝		
Elder Woman's condition:	Elder Man's condition:	Mam is stay-in (Yes/No)?		
Employer's Tel No 僱主電話			Employer's Address 僱主地址: NEW TERRACES HONGKONG	
Reason for Leaving 離職原因: PERSONAL REASON OF THE MAID				

請在適當的方格內打勾。 Put a tick in the appropriate box.

	Yes	No
1 您是否準備由僱主所規定的日期休息? Are you prepared to take your day off set by your employer?	<input type="checkbox"/>	<input type="checkbox"/>
2 您可否允許不向您的僱主要求預支薪金無論在任何情況之下? Can you promise not to ask salary advance from your employer no matter what the circumstances may be?	<input type="checkbox"/>	<input type="checkbox"/>
3 您是否準備依照您的僱主所發出之規則? Are you prepared to follow the code of discipline drawn up by your Employer?	<input type="checkbox"/>	<input type="checkbox"/>
4 您是否答允在未經僱主同意下不要請您的朋友到您的僱主之住所? Can you promise not to invite your friends at your employer's residence without his/her consent?	<input type="checkbox"/>	<input type="checkbox"/>
5 您是否怕狗隻或其他寵物? Are you afraid of dogs? Others pets?	<input type="checkbox"/>	<input type="checkbox"/>
6 您是否可以處理或烹調豬肉嗎? Can you handle and cook pork?	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>

您有否需要每週到教堂?
Must you attend church weekly?

Evaluation Sheet 評估 LEGEND: V - Very Good G - Good F - Fair P - Poor

	V	G	F	P		V	G	F	P
1 Appearance					14 Gardening				
2 Spoken English					15 Washing Car				
3 Spoken Cantonese					16 Care of Pets(Specify)				
4 Spoken Mandarin					17 Care of Elderly Person				
5 Care of Babies aged 0-12 months					18 Care of disabled person				
6 Looking After Baby at night					19 Care of Mentally retarded child				
7 Tutoring Children & Playing with Children					20 Driving (Driving since)				
8 Washing and Ironing					21 Attitude				
9 Washing Laundry by Hands					22 Personality				
10 Cooking					23 Facial Expression				
11 Cooking Chinese / Arabic Food					24 House Works				
12 Steam Fish / Stir Fry Vegetable					25 Experience in working as a house maid				
13 Cook Soup (Long fire, Mixed Vegetable, etc)					26 IQ				

備註Remarks

She really want to go back in Hongkong to help her family financially. She promise this time that she will finish her contract because she train herself on how to manage the duties as a housemaid. She can be trusted in handling of elderly and she can accompany them with their everyday activities. She can prepare their needs on time. She is hoping to be hired soon. She is loyal, patient and trustworthy. NOTE: SHE IS NOT SURE TO TAKE CARE OF PETS

列印此頁

加入購物車

網印查詢

Name of Applicant 姓名

[REDACTED]

Sex 性別
女

HKID 香港身份証

[REDACTED]

Date of Birth 出生日期

[REDACTED]

Nationality 國籍
PHILIPPINES

Passport No. 護照號碼

[REDACTED]

Height 身高
5"

Weight 體重
60KGS

Religion 宗教
CATHOLIC

Marital Status 婚後狀況
Married 已婚

No. of Children 子女數目: Total 總數 (4)
Boy 男孩 (4), Age 年齡 (16 YRS, 14 YRS, 9 YRS & 8 YRS)
Girl 女兒 (0), Age 年齡 (0)

Family Status 家庭狀況

Name 姓名	Age 年齡	Occupation 職業
Spouse 配偶 [REDACTED]	47	PRIVATE EMP
Father 父親 [REDACTED]	PASSED AWAY	
Mother 母親 [REDACTED]	64	HOUSE WIFE

Brother & Sister 兄弟數目
No. of Brother 兄弟數目 2
No. of sister 姐妹數目 56,52
No. in Family 家中排行

Education Attainment 教育程度

The school/college/University name 校名 : [REDACTED]
Grad. Year 畢業年 : 1984-1985

Course Complete 完成學科/Other training 其他培訓 : COSMETODGY BESUTICIAN

Working Experience 工作經驗

Name of employer 僱主姓名	Nationality 國籍	Period 工作期	Duties 責任
[REDACTED]	HONG KONG	1990-1992	DOMESTIC HELPER
[REDACTED]	PHILIPPINES	2007-2009	DOMESTIC HELPER
[REDACTED]	CHINESE (HO MAN TIN)	2010-2011	DOMESTIC HELPER

The housework you can do 能做家務

Babe care 看護嬰孩
Care for children 看護小孩
Care for old age 照顧老人
Care for pets 寵物
Cooking 烹飪
Gardening 園藝
House keeping 家務
Laundry & Ironing 洗衣
Looking after disabled 照顧傷殘者

Foreign Languages 外國語言

English 英語 : Good
Cantonese 廣東話 : LITTLE
Mandarin 國語 : Poor
Other 其它 : Tagalog
Comment 意見 : TEL [REDACTED]

Upload File 上傳檔案

Video 影片 :

Ref File 手寫參考檔案: 沒有參考檔案

No. [REDACTED]

Photo
相片

Photo
相片

列印此頁

加入購物車

網印查詢

The applicant gives all information; Sincere Company is not responsible for accuracy or timeliness of any such information, and viewer should not rely on such information for

employment purpose. By accessing such information viewer is deemed to have agreed to waive its rights (if any) against Sincere Company or the applicant in connection with such information.

電郵 Email:cs@vivamaid.com.hk

地址 Address:旺角太子道西96-100號萬年大廈4樓B室 電話 Tel:2789 0332

Flat B, 4/F, Man Lin Building, 96-100 Prince Edward Road West, Mong Kok, Kowloon

地址 Address:銅鑼灣伊榮街7-17號欣榮商業大廈11樓04室 電話 Tel:2808 1112

Room 1104, Progress Commercial Building, 7-17 Irving Street, Causeway Bay, Hong Kong

Important statement. You are aware and understand that all of below information is provided by the helpers. VIVA Employment Services Limited has endeavored to ensure its authenticity and integrity. Due to privacy constraints, the Company does not guarantee the authenticity and integrity of the data. Customers should verify with the helpers during the selection process.

離開現時僱主日期 Move out date: 2014-04-16

僱工編號 reference no: [REDACTED]

簽證到期日 visa last date: 2014-04-29

僱工類別 Type: 本地Local



個人資料 Personal Particulars

姓名 Name	[REDACTED]		
出生日期 Date of birth	[REDACTED]	性別 Gender	F
年齡 Age	29	體重 Weight	59 kg
國籍 Nationality	菲律賓 Filipino	身高 Height	156 cm
宗教 Religion	天主教 Catholic	備註 Remarks:	
婚姻狀況 Marital status	已婚 Married		
學歷程度 Educational Level	大學 College		
生肖 Chinese zodiac			
星座 Horoscope			

家庭背景 Family background

父親年齡 Age of Father		母親年齡 Age of Mother	
兒子數目 No. of Son	1	兒子年齡 Age of Son	7/
女兒數目 No. of Daughter	1	女兒年齡 Age of Daughter	10/
兄弟數目 No. of Brother		兄弟年齡 Age of Brother	

VIVA EMPLOYMENT SERVICES

姐妹數目 No. of Sister	姐妹年齡 Age of Sister
--------------------	--------------------

語言能力 Language proficiency			
	好 Good	中 Fair	差 Poor
1. 廣東話 Cantonese			
2. 普通話 Mandarin			
3. 英語 English	√		
4. 其他 Others			

技能 Skills		
	有經驗 Experienced	沒有經驗 No experience
1. 照顧嬰兒 Taking care of infant	√	
2. 照顧小孩 Taking care of child	√	
3. 照顧殘疾人士 Taking care of disabled		√
4. 照顧長者 Taking care of elderly	√	
5. 煮食 Cooking	√	
6. 一般家務 General housework	√	
7. 照顧寵物 Take care of pet	√	

工作地點 Working experience			
香港 Hong Kong	5年-yr(s) 2個月mth(s)	新加坡 Singapore	
馬來西亞 Malaysia		台灣 Taiwan	
中東 Middle East		其他 Others	

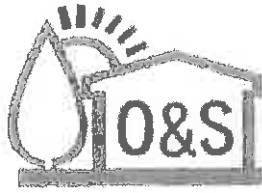
其他問題 More Questions			是 Y	否 N
1	你是否願意吃豬肉? Do you eat pork?		√	
2	你是否願意吃牛肉? Do you eat beef?		√	
3	你是否願意處理豬肉? Do you handle and cook pork?		√	
4	你是否願意處理牛肉? Do you handle and cook beef?		√	
5	你是否吸煙者? Are you a smoker?			√
6	你會否經常喝酒? Do you drink alcohol frequently?			√
7	你是否願意照顧狗, 貓或其他寵物? Are you willing to take care of dog, cat or other pets?		√	
8	你是否願意在星期日工作? Are you willing to work on Sunday?		√	
9	在特別情況下, 你願意於平日放假嗎? Are you willing to have your holiday on weekday occasionally?		√	
10	你答應在工作時間內不經常使用電話嗎? Can you promise not to use the telephone during working hour frequently?		√	

工作地點 Working experience	
Employment History 1	

VIVA EMPLOYMENT SERVICES

工作地點 Location	香港 Hong Kong		工作期間 Working Period	由 From	/2009	至 To	/2014
僱主國籍 Nationality of Employer	Chinese 中國人		單位面積 Size of the house	1200 sq. ft.			
房屋類型 Type of Residence	大廈 Flat	家庭人數 No. of Family Members	4	外傭數目 No. of domestic helpers	1		
成人人數 No. of Adults	2	成人年齡 Age of Adults	40,35	小孩人數 No. of Children	1	小孩年齡 Age of Children	1 year-old
嬰兒人數 No. of Infants	1	嬰兒年齡 Age of Infants (Months)	new born	長者人數 No. of Elderly	長者年齡 Age of Elderly		0
工作範圍 Job Duties	Taking care children,house work chore,marketing,cooking,grocery,laundry,						
離職原因 Leaving Reason							

R I I I
E I I



安心海外僱傭中心

O&S EMPLOYMENT AGENCY

北角分行 地址: 香港北角樂嘉中心書局街 12-18 號地下 3B 地舖(地鐵 B1 出口)
 筲箕灣分行 地址: 香港筲箕灣工廠街 18-24 號地下地舖(地鐵 C 出口)
 西灣河分行 地址: 香港筲箕灣道 57-87 號太安商場 A27 號地下 B 舖(地鐵 B 出口)
 上環分行 地址: 香港德輔道西三十一號西區商業大廈五樓

PERSONAL DATA 個人資料

Maid No. 傭工編號: [REDACTED] Internal Code 內部編號: [REDACTED]
 Name 姓名: [REDACTED] 年齡 Age: 26
 地址 Address: [REDACTED]
 出生日期 Date of Birth: [REDACTED]
 出生地點 Place of Birth: MANILA
 學歷 Education: COLLEGE 學院
 宗教 Religion: CATHOLIC 天主教
 國籍 Nationality: FILIPINO
 身高 Height: 5FT CM 體重 Weight: 48 KG



FAMILY BACKGROUND 家庭背景

父親姓名 Father's name: [REDACTED] 年齡 Age: 52 職業 Occupation: NONE
 母親姓名 Mother's name: [REDACTED] 年齡 Age: 49 職業 Occupation: HOUSEWIFE
 兄弟數目 No. of brothers: [REDACTED] 年齡 Age: [REDACTED]
 姊妹數目 No. of sisters: 2 年齡 Age: 20, 26
 家中排行 You are the No. of the family: ELDER

MARITAL STATUS 婚姻狀況

未婚 Single 已婚 Married 其他 Others
 配偶姓名 Spouse's name: [REDACTED] 年齡 Age: [REDACTED] 職業 Occupation: [REDACTED]
 子女數目 No. of children 子 Boy 女 Girl 年齡 Age: [REDACTED]

LANGUAGE SPOKEN 能講語言

英語 English 國語 Mandarin 廣東話 Cantonese 其他 Others

OVERSEAS EXPERIENCE 海外經驗

____ 新加坡 Singapore ____ 台灣 Taiwan ____ 馬來西亞 Malaysia ____ 中東 Middle East
 ____ 印尼 Indonesia 2Y2M 香港 Hong Kong ____ 菲律賓 Philippines 其他 Others: _____

WORKING EXPERIENCE 過往工作經驗 1

僱主姓名 Name of Employer: [REDACTED] From 由 10/2012 To 至 12/2012

工作地點 Working Address: PRINCE EDWARD 太子

No. of Baby 嬰兒 年齡 No. of Kid 小孩 2 年齡 4,6 No. of Elderly 老人 年齡

No. of Adult 成人 2 年齡 No. of Pet 動物 No. of Car 車輛 1

Duties 主要工作

<input type="checkbox"/>	Care of Baby 照顧嬰兒	<input checked="" type="checkbox"/>	Go to Market 買菜	<input type="checkbox"/>	Care of Elderly 照顧老人
<input checked="" type="checkbox"/>	Care of Kid 照顧小孩	<input checked="" type="checkbox"/>	Cooking 烹飪	<input type="checkbox"/>	Care of Disable Person 照顧行動不便
<input checked="" type="checkbox"/>	Housework 家務料理	<input type="checkbox"/>	Care of Pet 照顧寵物	<input checked="" type="checkbox"/>	Gardening and Car Washing 園藝/洗車

Reason to leave 離職原因: TERMINATED

WORKING EXPERIENCE 過往工作經驗 2

僱主姓名 Name of Employer: [REDACTED] From 由 09/2010 To 至 09/2012

工作地點 Working Address: TSUEN WAN 荃灣

No. of Baby 嬰兒 年齡 No. of Kid 小孩 2 年齡 17-19,19-20 No. of Elderly 老人 年齡

No. of Adult 成人 2 年齡 No. of Pet 動物 No. of Car 車輛

Duties 主要工作

<input type="checkbox"/>	Care of Baby 照顧嬰兒	<input checked="" type="checkbox"/>	Go to Market 買菜	<input type="checkbox"/>	Care of Elderly 照顧老人
<input checked="" type="checkbox"/>	Care of Kid 照顧小孩	<input checked="" type="checkbox"/>	Cooking 烹飪	<input type="checkbox"/>	Care of Disable Person 照顧行動不便
<input checked="" type="checkbox"/>	Housework 家務料理	<input type="checkbox"/>	Care of Pet 照顧寵物	<input type="checkbox"/>	Gardening and Car Washing 園藝/洗車

Reason to leave 離職原因: FINISH CONTRACT

WORKING EXPERIENCE 過往工作經驗 3

僱主姓名 Name of Employer: [REDACTED] From 由 To 至

工作地點 Working Address: [REDACTED]

No. of Baby 嬰兒 年齡 No. of Kid 小孩 年齡 No. of Elderly 老人 年齡

No. of Adult 成人 年齡 No. of Pet 動物 No. of Car 車輛 null

Duties 主要工作

<input type="checkbox"/>	Care of Baby 照顧嬰兒	<input type="checkbox"/>	Go to Market 買菜	<input type="checkbox"/>	Care of Elderly 照顧老人
<input type="checkbox"/>	Care of Kid 照顧小孩	<input type="checkbox"/>	Cooking 烹飪	<input type="checkbox"/>	Care of Disable Person 照顧行動不便
<input type="checkbox"/>	Housework 家務料理	<input type="checkbox"/>	Care of Pet 照顧寵物	<input type="checkbox"/>	Gardening and Car Washing 園藝/洗車

Reason to leave 離職原因: [REDACTED]

WORKING EXPERIENCE 過往工作經驗 4

僱主姓名 Name of Employer: [REDACTED] From 由 To 至

工作地點 Working Address: [REDACTED]

No. of Baby 嬰兒 年齡 No. of Kid 小孩 年齡 No. of Elderly 老人 年齡

No. of Adult 成人 年齡 No. of Pet 動物 No. of Car 車輛

Duties 主要工作

<input type="checkbox"/>	Care of Baby 照顧嬰兒	<input type="checkbox"/>	Go to Market 買菜	<input type="checkbox"/>	Care of Elderly 照顧老人
<input type="checkbox"/>	Care of Kid 照顧小孩	<input type="checkbox"/>	Cooking 烹飪	<input type="checkbox"/>	Care of Disable Person 照顧行動不便
<input type="checkbox"/>	Housework 家務料理	<input type="checkbox"/>	Care of Pet 照顧寵物	<input type="checkbox"/>	Gardening and Car Washing 園藝/洗車

Reason to leave 離職原因: [REDACTED]

海外菲律賓傭工 Overseas Philippines Maid : [REDACTED]

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Personal Data 個人紀錄

Name 姓名	[REDACTED]	Age 年齡	35
Place of Birth 出生地點	Santose	Sex 性別	Female 女
Religion 宗教	Catholic 天主教	Weight 體重	48 kg
Marital Status 婚姻狀況	Single 單身	Height 高度	152 cm

Family Background 家庭背景

No. of Brother 兄弟數目	2	No. of Children 子女數目	-
No. of Sister 姊妹數目	1	Ages of Children 子女年齡	-
In the Family, ranking of sibling 在家排行	-		

Interview Appraisal 面試評價

Working Experience 工作經驗

	無經驗 No exp.	有經驗 Exp.	富有經驗 Rich exp.*
Taking care of babies 照顧嬰兒	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking care of children 照顧小童	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking care of elderly 老人護理	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking care of disabled 照顧傷殘	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooking 烹飪	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Household Works 家務	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Country Experience 其他國家經驗	Singapore 新加坡經驗 Hong Kong/Macau 香港/澳門經驗		

*富有經驗的女傭擁有四年經驗或以上
Rich experience maids own four years experience or above

Language Ability 語文能力

	學習中 Learning	中等 Average	好 Good
Cantonese 廣東話	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandarin 普通話	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English 英語	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Remarks 備註 (評語只供參考)
Ex.Hong Kong 1 y + Ex.Singapore 1 y



陽光女傭中心 - 女傭搜尋系統 Maid Searching System

海外菲律賓傭工 Overseas Philippines Maid

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Educational Details 學歷

Name of school 學校名稱	From - To 由 - 至
Elementary 小學	--
Junior High School 初中	--
Senior High School 高中	--
College University 大學	--
Other Training 其他訓練	--

Domestic Employment Records 工作紀錄

1. Name of Employer 僱主姓名: [Redacted] From 由 2006 To 至 2007

Duties 工作範圍

<input type="checkbox"/>	Care of new-born babies 照料初生嬰兒	Ages 歲數
<input type="checkbox"/>	Care of young children 照顧小孩	Ages 歲數
<input type="checkbox"/>	Care of elderly / disabled 照顧老人 / 傷殘	Ages 歲數
<input checked="" type="checkbox"/>	House Cleaning 清潔房屋	<input checked="" type="checkbox"/> Doing the laundries 洗衫 <input checked="" type="checkbox"/> Ironing 熨衫
<input checked="" type="checkbox"/>	Cooking 烹飪	<input checked="" type="checkbox"/> Chinese Food 中國菜 <input type="checkbox"/> Western Food 西餐
<input type="checkbox"/>	Car Washing 洗車	Other 其他

Residence of Employer 工作地區: Quarry Bay Hong Kong Salary 工資: HK\$ 3,670 Reason of Leave 離職原因: Employer financial problem

2. Name of Employer 僱主姓名: [Redacted] From 由 2009 To 至 2010

Duties 工作範圍

<input type="checkbox"/>	Care of new-born babies 照料初生嬰兒	Ages 歲數
<input type="checkbox"/>	Care of young children 照顧小孩	Ages 歲數
<input type="checkbox"/>	Care of elderly / disabled 照顧老人 / 傷殘	Ages 歲數
<input checked="" type="checkbox"/>	House Cleaning 清潔房屋	<input checked="" type="checkbox"/> Doing the laundries 洗衫 <input checked="" type="checkbox"/> Ironing 熨衫
<input checked="" type="checkbox"/>	Cooking 烹飪	<input checked="" type="checkbox"/> Chinese Food 中國菜 <input type="checkbox"/> Western Food 西餐
<input type="checkbox"/>	Car Washing 洗車	Other 其他

Residence of Employer 工作地區: Singapore Salary 工資: S\$ 400 Reason of Leave 離職原因: Go back philippines

Duties I Can Do Best 我最擅長之工作 (Please rank the job that you can do best from 1 to 10)

7	Taking care of new-born babies 照料初生嬰兒	3	Housekeeping 家務	<input type="checkbox"/>	Others 其他
1	Taking care of young children 照顧小孩	4	Cooking 煮食		
2	Taking care of elderly person 照顧老人	6	Taking care of pets 照顧寵物		
8	Taking care of disabled 照顧傷殘人士	5	Laundries & Ironing 洗衫熨衫		
9	Tutoring children simple English or homework 教授小孩				

以上資料由申請人提供,如發現有不符者,申請人必須承擔責任。客戶需於面試及甄選過程中自行核實相關資料,本公司對傭工個人資料之真確性,並不作出任何保證。

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Supplementary Questions 附加問題

- Do you smoke?
你是否吸煙? No 否
- Do you drink alcoholic drinks?
你是否喝酒? No 否
- Are you wearing glasses?
你是否戴眼鏡? No 否
- Do you need a hearing aid?
你是否需要配戴助聽器? No 否
- Do you have any infectious skin disease?
你是否有傳染性皮膚病? No 否
- Do you take any long-term medication or psychotropic substance?
你是否長期服用藥物或服用精神藥物? No 否
- Do you have all complete and normal body parts?
你是否有健全四肢、手指及腳指? Yes 是
- If your holiday not on Sunday do you agree?
若假期不在星期日，你是否願意? Yes 是
- Would you agree to do extra work?
願意在有需要時接受額外工作? Yes 是
- Living with elderly person?
是否願意與老人同住? Yes 是
- Are you willing to work for a family without your own servant room?
是否願意在沒有獨立工人房之家庭工作? Yes 是
- If your employer asked you to work on your holidays and is willing to pay as compensation, are you willing to do so?
若僱主要求你在假期工作並願意支付薪金代替假期，你是否願意? Yes 是
- Do you eat pork?
你是否吃豬肉? No 否
- Can you handle pork?
你是否願意接觸或處理豬肉? Yes 是
- Do you have experience to take care of dogs or pets?
你有照顧狗或其他寵物的經驗? No 否
- Are you willing to take care of big dogs/big pets?
你是否願意照顧大狗/大體型之寵物? Yes 是
- Are you willing to take care of disabled elderly, help them to take a bath, change diaper, go to toilet and accompany to hospital?
你是否願意照顧傷殘老人，幫助他們洗澡，換尿片，大小便及到醫院? Yes 是
- 公公Grandpa Yes 是
婆婆Grandma Yes 是

Declaration By Applicant

I agree and will be responsible for any application of above information.

申請人同意本公司把上述資料轉交或覆印與有關人士。

I hereby declare that all information given above and in any documents attached is true, correct and complete.

申請人保證所有上述申請人資料證明之內容及所有呈報之資料均屬真確及無誤。

All data and information contained in this biodata is provided by the applicant/helper.

Sunlight Employment Agency shall not responsible for any losses and damages caused by any discrepancy and incorrectness of the information and data provided by applicants/helper in this bio-data.

Clients should verify by themselves the related information during the interviews and screenings.

No guarantee for the authenticity of the helpers' personal data is hereby given by Sunlight Employment Agency.

以上資料由申請人提供，如發現有不符者，申請人必須承擔責任。

客戶需於面試及甄選過程中自行核實相關資料，本公司對傭工個人資料之真確性，並不作出任何保證。

Applicant

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Ref. No.

申請人資料

Applicant's Information Sheet

姓名 Name _____

性別 Sex F 婚姻狀況 Married Status Married

國籍 Nationality Filipino 種族 Race Filipino

年齡 Age 46

身高 Height 152 cm 體重 Weight 55 kg

地址 Address _____

宗教 Religion Christian 膚色 Complexion Brown

最高學歷 Attainment College 修讀科目 Course Taken B.S. Education

工作(傭工)紀錄 國家 年期
 Previous Employment (1) Country Hong Kong Years 2 years
 as a Domestic Helper
 (2) Country Hong Kong Years 2 years

特長技能 Special Abilities (1) care of young children (2) cooking (3) household chores (4) care of elderly



(面試評價)

	差 poor	平 minor	中等 fair	好 good
個性表現 Personality	()	()	()	(✓)
儀容 Facial Expression	()	()	()	(✓)
家務 Household Works	()	()	()	(✓)
護理嬰孩 Care of Babies	()	(✓)	()	()
護理兒童 Care of Young Children	()	()	()	(✓)
護理老人/傷殘 Care of Elderly/Disabled	()	(✓)	()	()
烹飪 Cooking	()	()	()	(✓)
能懂英語 Spoken English	()	()	(✓)	()
能懂廣東話 Spoken Cantonese	(✓)	()	()	()
能懂國語 Spoken Mandarin	(✓)	()	()	()
其他語言 Other Languages	<u>English, Tagalog</u>			

備註 Remarks

She has 4 years domestic helper experience in Hong Kong. She can take care of young children willing to take care of babies & elderly. She can cook simple Chinese dishes & willing to learn more. She is good in doing all household works. She looks hardworking.

以上資料由申請人提供及確認以上資料之準確性，若資料不符必須由申請人承擔責任。
All information given above were provided by applicant. Applicant is liable and responsible for any false information found.

以往受僱為傭工紀錄

Ref. No. _____

Previous Employment as a Domestic Helper

(1) 僱主名稱 Name of Employer _____ 僱主國家 Country of Employer Hong Kong

工作範圍 Job Description 烹飪 Cooking 家務 Housekeeping 照顧寵物 Care of Pet

由 From 17/11/1998 至 To 16/11/2000

照顧 Care of 嬰兒 Baby 兒童 Children 老人 Elderly 傷殘人士 Disable 臥床人士 Bedridden

離職原因 reason to Quit Finished Contract

成人 Adult 2 兒童 Children 3 年齡 Ages 10,4,2 幼兒 Baby () 月 Months 老人 Elderly _____ 男女 M/F 年齡 Ages _____

(2) 僱主名稱 Name of Employer _____ 僱主國家 Country of Employer Hong Kong

工作範圍 Job Description 烹飪 Cooking 家務 Housekeeping 照顧寵物 Care of Pet

由 From 07/12/2000 至 To 06/12/2002

照顧 Care of 嬰兒 Baby 兒童 Children 老人 Elderly 傷殘人士 Disable 臥床人士 Bedridden

離職原因 reason to Quit Finished Contract

成人 Adult 2 兒童 Children 1 年齡 Ages 2 幼兒 Baby () 月 Months 老人 Elderly _____ 男女 M/F 年齡 Ages _____

依次序做得最好家務 1 至 10

Duties Can Do Best (put the no. from 1 to 10)

烹飪 Cooking 2 洗滌 Washing 4 清潔 Cleaning 3 熨 Ironing 5 照顧寵物 Care of Pets 10 護理嬰孩 Care of Babies 9

護理兒童 Care of Young children 1 護理老人 Care of Elderly 6 兒童導師 Tutoring Children 7 護理傷殘 Care of Disable/Bedridden 8

特長 Special Abilities (1) Care of young children (2) cooking (3) household chores (4) Care of elderly

個別工作能力

General Informations and Experience

	願意學習 Willing To Learning	有經驗 Experience
(1) 照顧零至三個月大之初生嬰兒，經驗來自 Taking care of newborn to 3 months old baby, experience from: _____	(✓)	()
(2) 照顧三至十二個月大之初生嬰兒，經驗來自 Taking care of 3-12 months old baby, experience from: _____	(✓)	()
(3) 照顧一至五歲之小孩，經驗來自 Taking care of 1-5 years old child, experience from: _____ my employer's children	()	(✓)
(4) 照顧五歲以上小孩，經驗來自 Taking care of 5 years old or over, experience from: _____ my employer's children	()	(✓)
(5) 兒童導師，經驗來自 Tutoring children, experience from: _____ my employer's children	()	(✓)
(6) 照顧老人，經驗來自 Taking care of elderly, experience from: _____	(✓)	()
(7) 護理臥床人士，經驗來自 Taking care of bedridden person, experience from: _____	(✓)	()
(8) 護理傷殘人士，經驗來自 Taking care of disabled, experience from: _____	(✓)	()
(9) 照顧寵物 Taking care of pets _____	(✓)	()
(10) 烹飪中國菜 Cooking Chinese Food _____ simple dish	()	(✓)
(11) 烹飪西餐 Cooking Western Food _____	(✓)	()
(12) 一般家務 Doing the house-hold works _____	()	(✓)
(13) 使用家庭電器 Using and operating house appliance _____	()	(✓)
(14) 手洗衣服 Doing the laundry by hand _____	()	(✓)
(15) 熨衫 Ironing the clothes _____	()	(✓)
(16) 簡單縫紉 Doing simple sewing _____	()	(✓)
(17) 打理花園，洗車 Garden keeping, washing car _____ gardening once a week	()	(✓)

以上資料由申請人提供及確認以上資料正確無訛，若資料不符必須由申請人承擔責任。
All information given above were provided by applicant. Applicant is liable and responsible for any false information found.

Ref. No.

個人資料與家庭狀況

Personal Record Family Status

配偶姓名 Name of Spouse		年齡 Age	42	職業 Position	Farmer
兒子數目 No. of Son(s)		年齡 Age		女兒數目 No. of Daughter(s)	
父親姓名 Name of Father		年齡 Age	NIL	母親姓名 Name of Mother	
兄弟姊妹數目 No. of Brother(s)/Sister(s)	3 / 1	年齡 Age	(Bro.) 57, 54, 42 (Sis.) 62	我在家中排行第 I am the	4 in the Family

其他資料

General Informations

- | | | | |
|------|---|--|---|
| (1) | 是否曾經申請來港工作?
Have you ever applied to work in Hong Kong? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (2) | 是否曾經在港工作?
Did you work in Hong Kong before? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (3) | 是否對任何食物或藥物敏感?
Are you allergic to any food / medicine? | 是
Yes (<input type="checkbox"/>) | 否
No (<input checked="" type="checkbox"/>) |
| (4) | 過去 5 年內有可做過手術?
Did you have any surgery operation in the past 5 years? | 是
Yes (<input type="checkbox"/>) | 否
No (<input checked="" type="checkbox"/>) |
| (5) | 是否有皮膚病?
Do you have any kind of skin problems? | 是
Yes (<input type="checkbox"/>) | 否
No (<input checked="" type="checkbox"/>) |
| (6) | 是否肢體健全?
Do you have all complete and normal body parts? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (7) | 駕駛
Can you drive a car? | 是
Yes (<input type="checkbox"/>) | 否
No (<input checked="" type="checkbox"/>) |
| (8) | 游泳
Can you swim? | 是
Yes (<input type="checkbox"/>) | 否
No (<input checked="" type="checkbox"/>) |
| (9) | 是否願意洗車?
Are you willing to wash car? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (10) | 如假期不在星期日?
If your holidays is not on Sunday, do you agree? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (11) | 願意在有需要時接受額外工作?
Are you willing to have extra hours of work? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (12) | 是否願意照顧初生嬰兒?
Are you willing to take care of newly born babies? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (13) | 是否願意與老人同住?
Are you willing to stay with elderly people? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (14) | 是否願意照顧傷殘人仕?
Are you willing to take care of bedridden person? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (15) | 是否每天洗澡 / 刷牙?
Are you taking bath and brushing teeth everyday? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (16) | 是否願意照顧寵物?
Are you willing to take care of pets? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (17) | 是否偏食?
Are you choosy about food? | 是
Yes (<input type="checkbox"/>) | 否
No (<input checked="" type="checkbox"/>) |
| (18) | 可否接觸豬肉?
Can you touch pork? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |
| (19) | 可否進食豬肉?
Can you eat pork? | 是
Yes (<input checked="" type="checkbox"/>) | 否
No (<input type="checkbox"/>) |

Declaration by Applicant

申請人同意本公司把上述資料轉交或覆印與有關人士交或覆印與有關人士。
I agree and will be responsible for any publication of above information.

申請人保證所有上述申請人的資料並確認以上資料正確無訛。如發現有不符者，一切資料由申請人承擔責任。
I hereby confirm that all information and answer given are true and correct and that I shall bear full liability in any deliberate falsification of information.

以上資料由申請人提供及確認以上資料正確無訛，若資料不符必須由申請人承擔責任。
All information given above were provided by applicant. Applicant is liable and responsible for any false information found.

Specific Contraventions of the Ten Employment Agencies

Employment Agencies	Contravention of Data Protection Principle 1(1)	Contravention of Data Protection Principle 3					
	Collection of the personal data of the Applicants' family members	Disclosure of the personal data of the Applicants on the Internet			Disclosure of the personal data of the Applicants' family members on the Internet	Disclosure of the personal data of the Applicants' former employers on the Internet	
		Name	Address	Passport number or Hong Kong identity card number		Name	Full Address
Megasea Employment Agency Limited	✓	✓	✓	-	✓	✓	✓
A&E Employment Centre Company Limited	✓	✓	✓	-	✓	✓	✓
Oversea Employment Centre Limited	✓	✓	✓	-	✓	✓	-
H L & C Employment Agency Limited	✓	✓	-	-	-	-	-
Star Care Employment Agency	✓	✓	✓	-	✓	✓	-

Employment Agencies	Contravention of Data Protection Principle 1(1)	Contravention of Data Protection Principle 3					
	Collection of the personal data of the Applicants' family members	Disclosure of the personal data of the Applicants on the Internet			Disclosure of the personal data of the Applicants' family members on the Internet	Disclosure of the personal data of the Applicants' former employers on the Internet	
		Name	Address	Passport number or Hong Kong identity card number		Name	Full Address
Sincere Company	✓	✓	-	✓	✓	✓	-
Viva Employment Services Limited	✓	✓	-	-	-	-	-
O&S Employment Agency	✓	✓	✓	-	✓	✓	-
Sunlight Employment Agency	✓	✓	✓	-	✓	✓	-
Technic Employment Service Centre Limited	✓	✓	✓	-	✓	✓	-

Remedial Actions Taken by Individual Employment Agencies

Employment Agencies	Remedial Actions				
	Replaced the names of the Applicants on the Internet by reference numbers	Stopped disclosing on the Internet the Applicants' addresses	Stopped disclosing on the Internet the personal data of the Applicants' family members	Stopped disclosing on the Internet the names of the Applicants' former employers	Stopped disclosing on the Internet the addresses of the Applicants' former employers
Megasea Employment Agency Limited	-	✓	-	✓	✓
A&E Employment Centre Company Limited	-	-	-	✓	✓
Oversea Employment Centre Limited	-	-	-	-	*
H L & C Employment Agency Limited	✓	*	*	*	*
Star Care Employment Agency	-	-	-	-	*
Sincere Company	-	*	✓	✓	*
Viva Employment Services Limited	✓	*	*	*	*
O&S Employment Agency	-	-	-	✓	*
Sunlight Employment Agency	-	✓	✓	✓	*
Technic Employment Service Centre Limited	-	-	-	-	*

* Such data was not disclosed on the Internet by the employment agency.