



Office use


Maid No. KMM4318AC

**申請人資料**

**Applicant's Information Sheet**

姓名 Name Melany

性別 Gender Female      婚姻狀況 Marital Status Married

國籍 Nationality Filipino      種族 Race Visayas      膚色 Complexion Brown

年齡 Age 33      生肖 Chinese Zodiac Sheep      星座 Horoscope Libra

身高 Height 163 cm      體重 Weight 59 kg      宗教 Religion Roman Catholic

住址 Address Negros Oriental, Philippines

教育 Education College (graduate)      專修科目 Course Taken Bachelor of Science in Business Administration



證書 / 執照 Certificate / Licence (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

以往受僱為傭工紀錄 Previous Employment as a Domestic Helper (Summary)

工作地點 Country	(1) <u>Philippines</u>	(2) _____	(3) _____
年期 Years	(1) <u>4 years</u>	(2) _____	(3) _____

擅長技能 Special Abilities (1) Child Care      (2) Cooking      (3) Cleaning      (4) Washing & Ironing



面試評價 Interview Appraise	差 Poor	平 Average	中等 Fair	好 Good
個人表現 Personality	( )	( )	( )	( ✓ )
儀容 Facial Expression	( )	( )	( )	( ✓ )
家務 Housework	( )	( )	( )	( ✓ )
照顧嬰兒 Baby Care	( )	( )	( ✓ )	( )
照顧兒童 Child Care	( )	( )	( )	( ✓ )
照顧長者/傷殘 Elderly/Disabled Care	( )	( ✓ )	( )	( )
烹飪 Cooking	( )	( )	( )	( ✓ )
英語會話 Oral English	( )	( )	( ✓ )	( )
廣東話 Cantonese	( ✓ )	( )	( )	( )
普通話 Mandarin	( ✓ )	( )	( )	( )
其他語言 Other Language	<u>English/Tagalog</u>			

**備註 (Remarks)**

She has 4 years domestic helper experienced in Philippines. She's suitable to take care the young children & she can do simple tutoring. Can cook Filipino foods & she's willing to learn in Chinese cooking. She can follow a recipe book & YouTube. She can do all household works & do car washing & gardening. She's willing to take care of baby. She took care of her own children since birth. She look dependable.

Maid No.

KMM4318AC

以往受僱為傭工紀錄

Previous Employment as a Domestic Helper

(1) 僱主姓名 Name of Employer Mrs. De Leon 僱主國籍 Nationality Filipino 工作地點 Country Philippines  
 主要工作 Job Description  烹飪 Cooking  家務 Housework  醫務護理 Nursing 工作期間 Period 由 From 02 Mar 2021 至 To 02 Mar 2025  
 照顧 Care of  嬰兒 Baby  兒童 Children  長者 Elderly  傷殘 Disabled  臥床 Bedridden  寵物 Pet 離職原因 Reason Leaving Finished Contract  
 成人 Adult 2 兒童 Child 2(B) / 1(G) 年齡 Age 10, 7 / 4 嬰兒 Baby                      長者 Elderly                      傷殘 Disabled                      臥床 Bedridden                     

(2) 僱主姓名 Name of Employer                      僱主國籍 Nationality                      工作地點 Country                       
 主要工作 Job Description  烹飪 Cooking  家務 Housework  醫務護理 Nursing 工作期間 Period 由 From                      至 To                       
 照顧 Care of  嬰兒 Baby  兒童 Children  長者 Elderly  傷殘 Disabled  臥床 Bedridden  寵物 Pet 離職原因 Reason Leaving                       
 成人 Adult                      兒童 Child                      年齡 Age                      嬰兒 Baby                      長者 Elderly                      傷殘 Disabled                      臥床 Bedridden                     

依次序做得最好家務

Proficiency Rank (No.1 BEST to No.15)

<input type="checkbox"/> 2 烹飪 Cooking	<input type="checkbox"/> 4 洗燙衣服 Washing & Ironing	<input type="checkbox"/> 3 清潔 Cleaning	<input type="checkbox"/> 6 照顧嬰兒 Baby Care	<input type="checkbox"/> 1 照顧兒童 Child Care
<input type="checkbox"/> 5 學童輔導 Child Tutoring	<input type="checkbox"/> 10 照顧長者 Elderly Care	<input type="checkbox"/> 照 顧 傷 殘 Disabled Care	<input type="checkbox"/> 照 顧 臥 床 Bedridden Care	<input type="checkbox"/> 9 照 顧 寵 物 Pet Care
<input type="checkbox"/> 藥 理 Pharmacology	<input type="checkbox"/> 駕 駛 Driving	<input type="checkbox"/> 8 洗 車 Car Washing	<input type="checkbox"/> 7 園 藝 打 理 Gardening	

工作能力及經驗

Work Ability & Experience

	有經驗 Experience	願意學習 Willing To Learn
(1) 照顧初生至三個月大嬰兒 Take care of newborn to 3 months baby. <u>Myself</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )
(2) 照顧三至十二個月大嬰兒。 Take care of 3 to 12 months baby. <u>Myself</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )
(3) 照顧一至五歲小孩。 Take care of children 1 to 5 years old. <u>Employer</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )
(4) 照顧五歲以上孩童。 Take care of children over 5 years old. <u>Employer</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )
(5) 輔導學童工課。 Tutoring Children. <u>Employer</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )
(6) 照顧長者。 Take care of elderly. <u>                    </u>	( <input type="checkbox"/> )	( <input checked="" type="checkbox"/> )
(7) 照顧臥床。 Take care of bedridden. <u>                    </u>	( <input type="checkbox"/> )	( <input checked="" type="checkbox"/> )
(8) 照顧傷殘。 Take care of disabled. <u>                    </u>	( <input type="checkbox"/> )	( <input checked="" type="checkbox"/> )
(9) 一般家務。 General household chores. <u>Employer</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )
(10) 照料寵物。 Take care of pets <u>Own pet 1 cat, feeding &amp; bathing</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )
(11) 護理寵物偏好 Preference for Pets Care <u>Willing to take care dog</u>	( <input type="checkbox"/> )	( <input checked="" type="checkbox"/> )
(12) 中菜烹飪 Chinese Food Cooking <u>                    </u>	( <input type="checkbox"/> )	( <input checked="" type="checkbox"/> )
(13) 西餐烹飪 Western Food Cooking <u>                    </u>	( <input type="checkbox"/> )	( <input checked="" type="checkbox"/> )
(14) 使用家庭電器 Using Home Appliances <u>Yes</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )
(15) 手洗衣服 Hand Washing Laundry <u>Yes</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )
(16) 簡單縫紉 Simple Sewing <u>Yes</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )
(17) 洗車 Car Washing <u>Employer's 1 car, once a week</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )
(18) 園務 Garden Keeping <u>Employer's garden, daily cleaning &amp; watering</u>	( <input checked="" type="checkbox"/> )	( <input type="checkbox"/> )

Maid No.

KMM4318AC

家庭狀況

Family Status

配偶名 Name of Spouse Nolie 配偶年齡 Age of Spouse 34 配偶職業 Spouse's Occupation Farmer  
兒子年齡 Son's Age 4 / 8 女兒年齡 Daughter's Age \_\_\_\_\_ 兄弟年齡 Brother's Age 36 / 34 / 26 / 24  
姊妹年齡 Sister's Age \_\_\_\_\_ 家中排行 Rank in the family 3 父親年齡 Father's Age NIL 母親年齡 Mother's Age 58  
個人嗜好 Personal Hobby Cooking, cleaning, gardening & taking care of the children

一般資料

General Information

(✓) 是 Yes (x) 否 No

- (1) 申請人曾經申請來港工作  
Applicant has ever applied to work in Hong Kong \_\_\_\_\_ ( X )
- (2) 申請人之前曾經在港工作  
Applicants has ever worked in Hong Kong before \_\_\_\_\_ ( X )
- (3) 申請人對某些食物/藥物過敏  
Applicant is allergic to some food/medicine \_\_\_\_\_ ( X )
- (4) 申請人在過去5年中曾接受過手術  
Applicant has had surgery in the past 5 years \_\_\_\_\_ ( X )
- (5) 申請人有皮膚問題  
Applicant has a skin problem \_\_\_\_\_ ( X )
- (6) 申請人的部分肢體有別於常人  
Part of the applicant's body is different from ordinary \_\_\_\_\_ ( X )
- (7) 懂駕駛  
Applicant can drive \_\_\_\_\_ ( X )
- (8) 申請人吸煙  
Applicant smoking \_\_\_\_\_ ( X )
- (9) 申請人接受每週休息日安排在平日  
Applicant accept weekly rest day on weekdays \_\_\_\_\_ ( ✓ )
- (10) 申請人接受在有需要時額外工作  
Applicant accept extra duties when necessary \_\_\_\_\_ ( ✓ )
- (11) 申請人保持日常個人衛生  
Applicant maintain daily personal hygiene \_\_\_\_\_ ( ✓ )
- (12) 申請人偏食  
Applicant is a picky eater \_\_\_\_\_ ( X )
- (13) 申請人可接觸豬肉  
Applicant can touch pork \_\_\_\_\_ ( ✓ )
- (14) 申請人可進食豬肉  
Applicant can eat pork \_\_\_\_\_ ( ✓ )

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 & confirmed by applicant. Applicant is liable for all responsibilities for any false information found.