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.)

Report Number: R14 -1382

Date issued: 20 November 2014
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”) in Hong Kong performing full-time and live-in domestic duties, such as household cleaning, taking care of the elderly and children,

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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.

<table>
<thead>
<tr>
<th>Company Name and Web Address</th>
<th>Number of Applicants with Profile Displayed Online</th>
<th>Number of Branches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Megasea Employment Agency Limited <a href="http://www.megasea.hk">www.megasea.hk</a></td>
<td>115</td>
<td>4</td>
</tr>
<tr>
<td>Company Name</td>
<td>Website Address</td>
<td>Number</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>-----------------------</td>
<td>--------</td>
</tr>
<tr>
<td>A&amp;E Employment Centre Company Limited</td>
<td><a href="http://www.aeemployment.com">www.aeemployment.com</a></td>
<td>133</td>
</tr>
<tr>
<td>Oversea Employment Centre Limited</td>
<td><a href="http://www.overseas.com.hk">www.overseas.com.hk</a></td>
<td>138</td>
</tr>
<tr>
<td>Star Care Employment Agency</td>
<td><a href="http://www.starcarehk.com">www.starcarehk.com</a></td>
<td>264</td>
</tr>
<tr>
<td>Sincere Company</td>
<td><a href="http://www.sia-sincere.com.hk">www.sia-sincere.com.hk</a></td>
<td>389</td>
</tr>
<tr>
<td>Viva Employment Services Limited</td>
<td><a href="http://www.vivamaid.com.hk">www.vivamaid.com.hk</a></td>
<td>396</td>
</tr>
<tr>
<td>Yat Sum Employment Agency Limited (Trading as “Sunlight Employment Agency”)</td>
<td><a href="http://www.sunlight.hk">www.sunlight.hk</a></td>
<td>459</td>
</tr>
<tr>
<td>Technic Employment Service Centre Limited</td>
<td><a href="http://www.technic.com.hk">www.technic.com.hk</a></td>
<td>468</td>
</tr>
</tbody>
</table>

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:-

<table>
<thead>
<tr>
<th>(A)</th>
<th>Identification and contact information of the Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>– Applicant’s name, passport number, Hong Kong identity</td>
</tr>
<tr>
<td></td>
<td>card (“HKID”) number (if the Applicant has worked in</td>
</tr>
<tr>
<td></td>
<td>Hong Kong) and address;</td>
</tr>
</tbody>
</table>

*Office of the Privacy Commissioner for Personal Data, Hong Kong*
(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:-

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

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 Abroad”.

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

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2 ID998A Form of the Immigration Department

Office of the Privacy Commissioner for Personal Data, Hong Kong

10
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/HKDID 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”\(^4\).

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Appendix I

Samples of the Personal Data Disclosed Online by the Employment Agencies
MEGASEA Employment Agency Limited

PERSONAL DATA

Applicant No: [Redacted]
Name: [Redacted]
Date of Birth: [Redacted]
Age: 45
Gender: FEMALE
Marital Status: MARRIED
Place of Birth: [Redacted]
Weight: [Redacted]
Height: [Redacted]
Address: [Redacted]

FAMILY BACKGROUND

Father's Name: [Redacted]
Mother's Name: [Redacted]
Husband's Name: [Redacted]
No. of Brother & Sister: [Redacted]
No. of Children: [Redacted]
Age: [Redacted]

EDUCATION

Elementary School: [Redacted]
Junior High School: [Redacted]
Senior High School: [Redacted]
College/University: [Redacted]

INTERVIEW APPRAISAL

Babies Caring: [Redacted]
Children Caring: [Redacted]
Care of Elderly/Disabled: [Redacted]
Personality: [Redacted]
Facial Expression: [Redacted]
Cooking: [Redacted]
Spoken English: [Redacted]
Spoken Cantonese: [Redacted]
Spoken Mandarin: [Redacted]

DOMESTIC EMPLOYMENT RECORDS

Name of Employer: [Redacted]
Address: [Redacted]
City: [Redacted]
Phone: [Redacted]
Salary: [Redacted]
Reason to Leave: [Redacted]
Other: [Redacted]

Working Experience

Hong Kong: [Redacted]
Singapore: [Redacted]
Taiwan: [Redacted]
Indo/Pha: [Redacted]
Others: [Redacted]

Remarks: [Redacted]

HIGH SCHOOL/SPEAK GOOD ENGLISH/KNOW TO LOOK AFTER YOUNG CHILDREN

Prepared by: [Redacted]
Date: 06/08/2013
MEGASEA Employment Agency Limited

DOMESTIC EMPLOYMENT RECORDS

Name of Employer 工作地點

Family Member 家庭成員

Duties 工作範圍

Baby Age 親孩歲數

Elderly Age 老人歲數

Healthy 健康

Cleaning / Ironing / Washing Clothes 清潔/熨衫/洗衣

Sleeping with Baby / Children 睡覺照顧寶寶

Cooking by herself 工作人煮

Cooking with employer / Grandmother 同工煮或共煮

Cleaning / Ironing / Washing Clothes 清潔/熨衫/洗衣

Sleeping with Baby / Children 睡覺照顧寶寶

No Holiday 休假日

Once / Twice a month 每月一次/兩次

Weekly 每星期

Other 其他

Remarks 補充

Address of Employer 工作地點

Other Information 其他補充

Salary 工資

Reason to Leave 离職原因

FINISHED CONTRACT

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 烹調

Cleaning / Washing 清潔/洗衣

Care of Pets 照顧動物

SUPPLEMENTARY QUESTIONS 附加問題

1. Do you eat pork? 吃豬肉嗎?

2. Are you willing to take day-off not on Sunday? 愿意星期日以外休息嗎?

3. Are you willing to have your day-off compensated instead of going out on your own in order to earn extra income? 愿意換勞動日休息嗎?

4. Do you afraid of dogs or cats? 怕狗或貓嗎?

5. Do you have any serious sickness or handicapped? 有嚴重病痛或手疾嗎?

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 are true and correct.

Saya mengerti dan menyetujui/pergi serta untuk membayar Megasea Employment Agency Limited sebesar 10% dari gaji pertama saya kerana berbasiskan beberapa keterangan dalam pmbantu di Hong Kong.

Saya Sudah dibiru pengertian dengan Bahasa Indonesia tentang isi biodata di atas dan Saya mengerti dan menyetujui

Saya menyatakan setiap pernyataan yang saya buat dalam dua bahasa adalah benar.

Saya menyetujui semua pertanyaan dan konten yang tertera di atas.

Interviewer's Signature

Applicant's Signature

(Tanda Tangan Pemohon)

Declaration

All data and information contained in this biodata is provided by the applicant. Some of the information and data are uncertain and unverified. Megasea Employment Agency Limited shall not be responsible for any losses and damages caused by any discrepancy and inaccuracy of the information and data provided by applicant. Applicant's signature in the biodata. The Office may request us in writing further request for any verification of a particular data(s) on an additional charge other than the Service Fees charged by our Company.
A & E Employment Center Company LTD

NAME: ____________________________
Date of birth: ____________________
Height: 4’11”
Weight: 46 kg
Age: 38

Address: ____________________________

EDUCATION: □ Primary □ High School □ College
□ Single Mother

RELIGION: □ Christian □ Catholic □ Muslim
□ Single Mother

Father’s Name: ____________________________ Age: 56
Mother’s Name: ____________________________ Age: 50
No. of Brother & Sister: 2 brothers 1 sister
You are the 15th child in the family

Husband Name: ____________________________ Age: 53
No. of children: ____________________________ Age: 12

Occupation: Former

PERSONAL INFORMATION & EXPERIENCE:

1/ Do you smoke? □ Yes □ No

2/ Do you drink wine? □ Yes □ No

3/ Do you have any experience in taking care of pets? □ Yes □ No
If so, what kind of pets have you experience?

4/ Do you have allergies? □ Yes □ No
If you do under influence of what?

5/ If required are you prepared to have your day of on weekday instead of Sunday? □ Yes □ No
If so which day you prefer?

6/ Have you worked abroad before? □ Yes □ No
If so where? ____________________________

7/ Do you have experience in taking care of newly born baby? □ Yes □ No
If so, how old?

I agree 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

<table>
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<tr>
<th>Level</th>
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<td>Primary</td>
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Special Training:

Qualification Attained:

Languages: (State if good, fair, poor)

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<th>Writing</th>
<th>Understanding</th>
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<tr>
<td>Cantonese</td>
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</tr>
<tr>
<td>Mandarin</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Other</td>
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<td></td>
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</tbody>
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Cooking Skill: (Please tick as appropriate & state if good, fair, poor)

Chinese Food: □ good □ fair □ poor
English Food: □ good □ fair □ poor
Philip Food: □ good

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: [Redacted]  
Address: [Redacted]  
Nationality: Chinese  
Occupation: [Redacted]  
No. of adults: 2  
No. of children: 2  
Age of child: [Redacted]  
Before Start: Aug 16, 2012  

Your Job Description:  
Duties (given details):  
[Redacted]  
Reason for leaving: Finished contract  
Salary: 3700

Employment Reference:  
Contract Period: 2 yrs  
Starting from: Aug 16, 2012  
Finished from: Aug 14, 2014

Record of your IMMEDIATE PAST Employment:

2/ Name of your employer: [Redacted]  
Address: [Redacted]  
Nationality: Chinese  
Occupation: [Redacted]  
No. of adults: 2  
No. of children: 1  
Age of child: [Redacted]  
Before Start:  

Your Job Description:  
Duties (given details):  
[Redacted]  
Salary: 3400

Employment Reference:  
Contract Period: 11 months  
Starting from: June 21, 2011  
Finished from: Aug 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? [Redacted]  
When? 2003 - 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: [Redacted]  

How did you know this agent? [Redacted]
Overseas Maid Details

Personal Particulars

Name: [Redacted]
Age: 32
Height: 163 CM
Weight: 71 KG
Religion: CATHOLIC
Address: [Redacted]

Date of Birth: [Redacted]
Horoscope: CANCER
Chinese Horoscope: [Redacted]
Place of Birth: KALIBO AKLAN
Marital Status: SINGLE
Education: COLLEGE

Other Course: BACHELOR OF SCIENCE IN CRIMINOLOGY - GRADUATE

My Skills

- Child Care
- Disabled Person Care
- Elderly Care
- General Housework
- Baby Care
- Cooking
- Bedridden Care

Overseas Experience

Local Experience

SHE HAS 2 YEARS WORKING EXPERIENCE IN PHILIPPINES AS A DOMESTIC HELPER. 在菲律宾当女佣2年，工作包括煮饭、家居及照顾小孩等。

Interview Appraisal

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<th></th>
<th>Acceptable</th>
<th>Average</th>
<th>Good</th>
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<td>Politeness</td>
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<tr>
<td>Household Chores</td>
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<td></td>
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</tr>
<tr>
<td>Nursing Infant</td>
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<td></td>
</tr>
<tr>
<td>Caring for Child</td>
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<td></td>
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<tr>
<td>Caring for Elderly Person</td>
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<td></td>
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<tr>
<td>Caring for the Disabled Person</td>
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<td>Cooking</td>
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<td>Work Experience</td>
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<tr>
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<tr>
<td>Speaking in Mandarin</td>
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</tr>
</tbody>
</table>

Remarks: [Redacted] RECOMMEND IN TAKING CARE OF CHILDREN, ELDERLY AND DOING GENERAL HOUSEWORK.
Overseas Maid Details

海外僱傭中心有限公司
OVERSEAS EMPLOYMENT CENTRE LTD.
Head Office Tel. 2526 6195 Causeway Bay Tel. 3113 9006
Mongkok Tel. 2148 2138 Shatin Tel. 3113 9018
Tuen Mun Tel. 2170 4353 Mongkok Tel. 2852 8628
http://www.oversseas.com.hk Email info@oversseas.com.hk

Family Background 家庭背景

<table>
<thead>
<tr>
<th>Father</th>
<th>Age</th>
<th>Occupation</th>
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<table>
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<table>
<thead>
<tr>
<th>No. of Siblings</th>
<th>Age of Children</th>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
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</tbody>
</table>

Household Work 家庭工作

1. What experience do you have in general housework? 你在那些家务经验？
   - Cleaning 洗涤
   - Furniture 家具
   - Washing Machine 洗衣机
   - Window 喷雾
   - Ironing 熨衣服
   - Sewing Clothes 纱布
   - Gardening 花园
   - Caring for Pet 照顾宠物
   - Fix Bed 铺床
   - Washing Car 洗车
   - Hand Washing Clothes 手洗衣服
   - Vacuum Cleaning 吸尘

2. Are you willing to take care of newly born baby? 你是否愿意照顾新生儿？
   - Yes 是
   - No 否

Infant / Child Care 親範及小孩

1. Are you willing to take care of INFANT / CHILD? 你是否愿意照顾小孩？
   - Yes 是
   - No 否

2. Age of children you have taken cared of you have taken cared of 你照顾小孩的年龄：
   - 2

   - Bathing 洗澡
   - Testing Body Temperature 检查体温
   - Feeding 餐食
   - Sterilizing Baby Bottle 消毒奶瓶
   - Caring of Children 有患疾病的孩童
   - 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? 你有照顾长者、卧床病人及残障人士的经验？
   - Yes 是
   - No 否

   - Female 女
   - Male 男
   - Disabled 残障
   - Bedridden 臥床

2. If you have no experience, are you willing to take care of elderly, bedridden or disabled person? 如果没有经验，你是否愿意照顾长者、卧床病人及残障人士？
   - Yes 是
   - No 否

Cooking 厨房

1. Do you have any experience in cooking? 你有烹饪经验吗？
   - Yes 是
   - No 否

2. If you have experience, please state: 如你已有经验，请说明。

   - Chinese Food 中國菜
   - Indonesian Food 印度尼西亚
   - Filipino Food 菲律宾菜
   - Western Food 西式
   - Thai Food 泰國
   - Nepalese Food 尼泊爾
   - Singhalese / Malaysian Food 尼泊爾菜
   - Middle Eastern Food 中東菜
   - Taiwanese Food 台灣菜
   - Baking 烘焙

Acceptable 可接受 | Average 合格 | Good 优秀
--- | --- | ---
[ ] | [ ] | [ ]
Overseas Maid Details

Domestic Helper Employment Records

Name of Employer: [Redacted]
Address: [Redacted]
Date from: FEB 2011
Date to: FEB 2013

Telephone: [Redacted]
No. of Family Members: 4
Nationality: FILIPINO
Language You spoke with Your Employer: ENGLISH
Your duties: TAKING CARE OF ELDERLY, CHILDREN, COOKING, MARKETING AND DOING GENERAL HOUSEWORK.

- General Housework
- Car washing
- Gardening
- Chinese Food
- Western Food
- Cooking (vegetarian)
- Interior cleaning
- Filipino Food
- Thai Food
- Nepalese Food
- Belarusian Food
- Middle Eastern Food
- Taiwanese Food
- Singaporean Food
- Malaysian Food
- Baby Care
- Child Care
- Elderly Care

Reason for Leaving: FINISHED CONTRACT

Name of Employer: [Redacted]
Address: [Redacted]
Date from: [Redacted]
Date to: [Redacted]

Telephone: [Redacted]
No. of Family Members: 4
Nationality: [Redacted]
Language You spoke with Your Employer: [Redacted]
Your duties: [Redacted]

- General Housework
- Car washing
- Gardening
- Chinese Food
- Western Food
- Cooking (vegetarian)
- Interior cleaning
- Filipino Food
- Thai Food
- Nepalese Food
- Belarusian Food
- Middle Eastern Food
- Taiwanese Food
- Singaporean Food
- Malaysian Food
- Baby Care
- Child Care
- Elderly Care

Reason for Leaving: FINISHED CONTRACT

Please rank from 1 (most experienced) to 10 (least experienced) the following work:

- a. Household chores: [Redacted]

Number of Years:

Part A General Information 一般信息

1. Are you willing to eat Chinese food provided by your employer? 你是否愿意接受雇主提供的中国食物？
   - Yes [ ]
   - No [ ]

2. Are you willing to work with a family with elderly person? 你愿意与有老年人的家庭工作吗？
   - Yes [ ]
   - No [ ]

3. Can you promise not to invite friends and relatives to visit you at your employer's home without the consent of your employer? 你能保证不邀请朋友和亲戚到雇主的家中吗？
   - Yes [ ]
   - No [ ]

4. Can you promise to dress properly, wear no make-up and nail polish while working? 你能保证工作时保持得体，不化妆，不涂指甲油吗？
   - Yes [ ]
   - No [ ]

5. Can you promise not to ask for salary advance from your employer under any circumstances? 你能保证不向雇主要求任何形式的薪水预支吗？
   - Yes [ ]
   - No [ ]

6. Can you prepare and cook beef? 你会做饭吗？
   - Yes [ ]
   - No [ ]

7. Can you prepare and cook pork? 你会烹饪猪肉吗？
   - Yes [ ]
   - No [ ]

8. Do you know how to brush your teeth every day? 你会每天刷牙吗？
   - Yes [ ]
   - No [ ]

9. Can you take care of dogs, cats, and birds? 你会照顾狗、猫和鸟吗？
   - Yes [ ]
   - No [ ]

Part B Personal Questions 個人問題

1. Do you smoke? 你会抽烟吗？
   - Yes [ ]
   - No [ ]

2. Do you drink alcohol? 你会喝酒吗？
   - Yes [ ]
   - No [ ]

Please Answer the Following Questions 閱讀以下問題

Briefly talk about the responsibilities of a domestic helper 關於家務助手的責任

MUST BE HARD-WORKING, HONEST, RESPONSIBLE AND OBEIDIENT 一定努力工作，誠實，負責和順從

To earn more money to support my family. 为了养家糊口。

Who will take care of your children or parents when you are not at home? 你不在家时，谁会照顾你的孩子或父母？

My parents. 我的父母。

What are your hobbies and interests? 你的爱好和兴趣？

Cooking. 做饭。

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. 我兹声明，上述资料全部真实，如有虚假，本中心有权终止受理此申请。

FDH Name: 廖芳德

Comments from Training Centre 培訓中心評語

[Handwritten text: HAS THE CONFIDENT TO DO THE CHILD TUTORING BECAUSE SHE IS COLLEGE GRADUATE, SHE LOVES 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 FOUR WHEELS WITH PROFESSIONAL LICENSE.]
All information in respect of the Applicant ("the Information") are provided by the Applicant and Overseas Employment Centre Limited ("OEC") only as an agent to allow the information to 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 regarded as an advertisement by OEC but only for viewing or general reference purposes only. The viewers shall verify the said information with the Applicant directly as appropriate. The viewers waive all their rights against OEC in respect of the Information.

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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.
Photo

姓名：
月齢：
住所：SHARE ROOM
休息日：SATURDAY
願与其他外傭工作：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：HELPERS CLAIMED THAT: 1) SHE IS HIGH SCHOOL GRADUATE; 2) 1ST HK-HOMAN TIN: 2010-2014 (4 YEARS), 1 CHINESE ADULT, GENERAL HOUSEWORK, MARKETING & COOKING, FINISHED CONTRACT, 3) SHE CAN UNDERSTAND AND SPEAK BASIC CANTONESE, 4) SHE LIKES TO TAKE CARE OF NEWBORN & CHILD, 5) SHE IS WILLING TO LEARN MORE, 6) SHE IS AFRAID OF DOGS, 7) SHE IS NICE & POLITE.

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以上資料由申請人提供。雖然康樂居已採取措施，確保資料準確無誤，但不擬就有關由第三方所提供的資料所出現的錯誤或遺漏承擔任何責任。僱主應跟申請人核實該等資料，以確保資料準確無誤。

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

此中文版僅作為英文版本譯本。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。
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<tr>
<td>Age of adult</td>
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<td>Reason for closure</td>
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<tr>
<td>Other</td>
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All above information is provided by the applicant. Despite all precautions, there may be errors. Employers are requested to verify the information with the applicant.

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

**Remark:** If there is any inconsistency or ambiguity between the Chinese version and the English 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。
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<tbody>
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<td>Age</td>
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<td>Occupation</td>
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<td>Level</td>
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<td>University</td>
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<tr>
<td>Taiwan</td>
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<tr>
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<tr>
<td>Can Take Care Of</td>
<td></td>
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<tr>
<td>Elderly</td>
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<td>Children</td>
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<tr>
<td>Pet</td>
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</tr>
<tr>
<td>Babies</td>
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<tr>
<td>Children</td>
<td></td>
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</table>
### Evaluation Sheet

**LEGEND: V - Very Good; G - Good; F - Fair; P - Poor**

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

**Remarks:**

She really wants to go back in Hongkong to help her family financially. She promises this time that she will finish her contract because she trained 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**
Sincere Company

Name of Applicant: [Redacted]
Date of Birth: [Redacted]
Height: 5' [Redacted]
Marital Status: [Redacted]
No. of Children: Total 4 (2 Boys, 2 Girls)

Family Status:
Name: Spouse, Father, Mother
Age: 47, 64
Occupation: PRIVATE EMP, HOUSE WIFE

Education Attainment:
The school/college/University name: [Redacted]
Grad. Year: 1984-1986
Course Complete: [Redacted]

Working Experience:
Name of employer: [Redacted]
Nationality: HONG KONG, PHILIPPINES, CHINESE (HID MAN TIN)
Duties: DOMESTIC HELPER, DOMESTIC HELPER, DOMESTIC HELPER

The housework you can do:
Babe care, cooking, cleaning, gardening, housekeeping, laundry, looking after disabled

Foreign Languages:
English: Good, Cantonese: Little, Mandarin: Poor

Comment: [Redacted]

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 Source Company or the applicant in connection with such information.
Move out date: 2014-04-16
Referenced reference no: 
Visa last date: 2014-04-29
Type: Local

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<thead>
<tr>
<th>Personal Particulars</th>
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<tr>
<td>Name</td>
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</tr>
<tr>
<td>Age</td>
<td>29</td>
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<tr>
<td>Nationality</td>
<td>Filipino</td>
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<td>Religion</td>
<td>Catholic</td>
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<td>Marital status</td>
<td>Married</td>
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<td>Educational Level</td>
<td>College</td>
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<td>Chinese zodiac</td>
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<tr>
<td>Horoscope</td>
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<table>
<thead>
<tr>
<th>Family Background</th>
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<tbody>
<tr>
<td>Age of Father</td>
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<tr>
<td>Age of Mother</td>
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### Language Proficiency

<table>
<thead>
<tr>
<th>Language</th>
<th>Good</th>
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<tbody>
<tr>
<td>Cantonese</td>
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<td></td>
</tr>
<tr>
<td>Mandarin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>√</td>
<td></td>
<td></td>
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<tr>
<td>Others</td>
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### Skills

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<tr>
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<th>Experienced</th>
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<tbody>
<tr>
<td>Taking care of infant</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Taking care of child</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Taking care of disabled</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Taking care of elderly</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Cooking</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>General housework</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Take care of pet</td>
<td>√</td>
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### Working Experience

<table>
<thead>
<tr>
<th>Location</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Hong Kong</td>
<td>5 yrs 3 months</td>
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<tr>
<td>Malaysia</td>
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<tr>
<td>Singapore</td>
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<tr>
<td>Taiwan</td>
<td></td>
</tr>
<tr>
<td>Middle East</td>
<td></td>
</tr>
</tbody>
</table>

### More Questions

1. Do you eat pork? √
2. Do you eat beef? √
3. Do you handle and cook pork? √
4. Do you handle and cook beef? √
5. Are you a smoker? √
6. Do you drink alcohol frequently? √
7. Are you willing to take care of dog, cat or other pets? √
8. Are you willing to work on Sunday? √
9. Are you willing to have your holiday on weekday occasionally? √
10. Can you promise not to use the telephone during working hour frequently? √
<table>
<thead>
<tr>
<th>工作地點 Location</th>
<th>香港 Hong Kong</th>
<th>工作期間 Working Period</th>
<th>由 From</th>
<th>至 To</th>
</tr>
</thead>
<tbody>
<tr>
<td>雇主國籍 Nationality of Employer</td>
<td>Chinese 中國人</td>
<td>單位面積 Size of the house</td>
<td>1200 sq. ft.</td>
<td></td>
</tr>
<tr>
<td>居住類型 Type of Residence</td>
<td>大廈 Flat</td>
<td>家庭人數 No. of Family Members</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>成年人數 No. of Adults</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>嬰兒人數 No. of Infants</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>工作範圍 Job Duties</td>
<td>Taking care children, house work chore, marketing, cooking, grocery, laundry,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>禮職原因 Leaving Reason</td>
<td></td>
<td></td>
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<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>成人年齡 Age of Adults</td>
<td>40,35</td>
</tr>
<tr>
<td>嬰兒年齡 Age of Infants (Months)</td>
<td>new born</td>
</tr>
<tr>
<td>小孩人數 No. of Children</td>
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</tr>
<tr>
<td>小孩年齡 Age of Children</td>
<td>1 year-old</td>
</tr>
<tr>
<td>長者人數 No. of Elderly</td>
<td>0</td>
</tr>
<tr>
<td>長者年齡 Age of Elderly</td>
<td>0</td>
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</tbody>
</table>
个人信息

姓名：
年龄：26

出生日期：
出生地点：MANILA

教育背景：COLLEGE
宗教：CATHOLIC
国籍：FILIPINO
身高：5FT CM
体重：48 KG

家庭背景

父亲姓名：Father's name：年龄：52
母亲姓名：Mother's name：年龄：49
兄弟数目：No. of brothers：年龄：
姊妹数目：No. of sisters：2 年龄：20, 26

家中排行：You are the No. of the family：ELDER

婚姻状况

单婚：Single
配偶姓名：Spouse's name：年龄：
子女数目：No. of children
男孩：Boy 女孩：Girl 年龄：

语言

英语：English

海外经验

新加坡：Singapore 台湾：Taiwan 马来西亚：Malaysia
印尼：Indonesia 俄罗斯：Russia
香港：Hong Kong 菲律宾：Philippines

其他：Others
### WORKING EXPERIENCE 過往工作經驗 1

<table>
<thead>
<tr>
<th>No. of Baby 嬰兒</th>
<th>年齡</th>
<th>No. of Kid 小孩</th>
<th>No. of Elderly 老人</th>
<th>年齡</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Adult 成人</td>
<td>2</td>
<td>No. of Pet 動物</td>
<td></td>
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</tr>
</tbody>
</table>

**Duties 主要工作**
- □ Care of Baby 照顧嬰兒
- □ Go to Market 買菜
- ◐ Care of Kid 照顧小孩
- ● Cooking 烹飪
- ◐ Housework 家務料理
- ◐ Care of Pet 照顧寵物
- ✔ Gardening and Car Washing 護養/洗車

**Reason to leave 離職原因** TERMINATED

### WORKING EXPERIENCE 過往工作經驗 2

<table>
<thead>
<tr>
<th>No. of Baby 嬰兒</th>
<th>年齡</th>
<th>No. of Kid 小孩</th>
<th>No. of Elderly 老人</th>
<th>年齡</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Adult 成人</td>
<td>2</td>
<td>No. of Pet 動物</td>
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</tr>
</tbody>
</table>

**Duties 主要工作**
- □ Care of Baby 照顧嬰兒
- ✔ Go to Market 買菜
- □ Care of Kid 照顧小孩
- ● Cooking 烹飪
- ◐ Housework 家務料理
- ◐ Care of Pet 照顧寵物
- □ Gardening and Car Washing 護養/洗車

**Reason to leave 離職原因** FINISH CONTRACT

### WORKING EXPERIENCE 過往工作經驗 3

<table>
<thead>
<tr>
<th>No. of Baby 嬰兒</th>
<th>年齡</th>
<th>No. of Kid 小孩</th>
<th>No. of Elderly 老人</th>
<th>年齡</th>
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</thead>
<tbody>
<tr>
<td>No. of Adult 成人</td>
<td>2</td>
<td>No. of Pet 動物</td>
<td></td>
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</tr>
</tbody>
</table>

**Duties 主要工作**
- □ Care of Baby 照顧嬰兒
- □ Go to Market 買菜
- □ Care of Kid 照顧小孩
- □ Cooking 烹飪
- □ Housework 家務料理
- □ Care of Pet 照顧寵物
- □ Gardening and Car Washing 護養/洗車

**Reason to leave 離職原因**

### WORKING EXPERIENCE 過往工作經驗 4

<table>
<thead>
<tr>
<th>No. of Baby 嬰兒</th>
<th>年齡</th>
<th>No. of Kid 小孩</th>
<th>No. of Elderly 老人</th>
<th>年齡</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Adult 成人</td>
<td>2</td>
<td>No. of Pet 動物</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Duties 主要工作**
- □ Care of Baby 照顧嬰兒
- □ Go to Market 買菜
- □ Care of Kid 照顧小孩
- □ Cooking 烹飪
- □ Housework 家務料理
- □ Care of Pet 照顧寵物
- □ Gardening and Car Washing 護養/洗車

**Reason to leave 離職原因**
PREFERENCES

Which of the following duties you can perform best, please. Please check the box.

- Baby Care 照顧嬰兒
- Child Care 照顧兒童
- Housekeeping 家務料理
- Cooking 烹飪
- Other 其他專長

PERSONAL HYGIENE

1. Can you arrange to take a bath and wash your hair every day?
   會安排自己每日洗頭及洗髮嗎？
2. Can you wait until your hair is completely dry before you sleep?
   會待頭髮完全乾透才去睡覺嗎？
3. Can you arrange to clean your clothes every day?
   會安排每天清洗自己衣服嗎？
4. Can you accept rest late and get up early?
   可以接受晚睡早起嗎？
5. Can you maintain your oral hygiene day and night?
   會保持口腔衛生早晚刷牙嗎？
6. Can you frequently cut or trim your fingernails?
   會經常修剪指甲嗎？

INTERVIEW RATINGS

1. Do you have experience in taking care of newborn to two years old baby?
   有無照顧初生至兩歲小嬰兒經驗？
2. Do you have experience in taking care of children from two to ten years old?
   有無照顧兩歲至十歲小童經驗？
3. Do you have experience in taking care of sick, handicapped and disabled person?
   有無照顧病弱、肢障及行動不便人士經驗？
4. Do you have experience in taking care of the elderly?
   有無照顧老年人經驗？
5. Do you have experience in taking care of any pets, for example: cat and dog?
   有無照顧貓狗或其他寵物經驗？
6. Do you have experience in housework management?
   有無自行安排家務經驗？
7. Do you have experience in sewing and tailoring?
   有無縫紉及改衣經驗？
8. Do you have experience in gardening and car washing?
   有無園藝及洗車經驗？
9. Do you have experience in using the washing machine or washing clothes by hands?
   有無使用洗衣機或用手洗衣服經驗？
10. Do you have experience in using electric appliances such as rice cooker and vacuum cleaner?
    有無使用電飯煲及吸塵機等電器？
11. Do you have experience in organizing meals by yourself?
    有無自己安排飯菜經驗？
12. Do you have experience in cooking Chinese dishes? (for example: pork, beef, chicken, lamb, etc)
    有否烹煮中國菜經驗（例如：豬、牛、雞、羊等）？

SUPPLEMENTARY QUESTIONS

Yes 有  No 否
Personal Data

Name: [Redacted]

Place of Birth: Santoce

Religion: Catholic

Marital Status: Single

Age: 35

Sex: Female

Weight: 48 kg

Height: 152 cm

Family Background

No. of Brother: 2

No. of Sister: 1

In the Family, ranking of sibling: [Redacted]

No. of Children: [Redacted]

Ages of Children: [Redacted]

Working Experience

Taking care of babies: No exp.
Taking care of children: No exp.
Taking care of elderly: No exp.
Taking care of disabled: No exp.
Cooking: No exp.
Household Works: No exp.

Other Country Experience: Singapore, Hong Kong, Macau

Language Ability

Cantonese: Average
Mandarin: Average
English: Good

Remarks: Excellent (Refers to Family)

Ex. Hong Kong 1y + Ex. Singapore 1y
### Educational Details

<table>
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<tr>
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<th>Name of School</th>
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### Domestic Employment Records

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<tr>
<th>Duties</th>
<th>Ages</th>
<th>Reason of Leave</th>
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<td>2-10</td>
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<tr>
<td>Care of elderly/disabled</td>
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</tr>
<tr>
<td>House Cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooking</td>
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<td></td>
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<tr>
<td>Car Washing</td>
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<th>Salary</th>
<th>Reason of Leave</th>
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<tr>
<td>Quarry Bay Hong Kong</td>
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<td>Employer financial problem</td>
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<th>Salary</th>
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### Duties I Can Do Best

<table>
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<tr>
<th>Rank</th>
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<tbody>
<tr>
<td>1</td>
<td>Taking care of young children</td>
</tr>
<tr>
<td>2</td>
<td>Taking care of elderly person</td>
</tr>
<tr>
<td>3</td>
<td>Taking care of disabled</td>
</tr>
<tr>
<td>4</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>5</td>
<td>Launderies &amp; Ironing</td>
</tr>
<tr>
<td>6</td>
<td>Taking care of pets</td>
</tr>
<tr>
<td>7</td>
<td>Tutoring children simple English or homework</td>
</tr>
<tr>
<td>8</td>
<td>Others</td>
</tr>
</tbody>
</table>

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Notes:
- Details are accurate to the best of our knowledge.
- Duties are ranked from 1 to 10 based on proficiency.
Supplementary Questions 附加問題

Do you smoke?

Do you drink alcoholic drinks?

Are you wearing glasses?

Do you need a hearing aid?

Do you have any infectious skin disease?

Do you take any long-term medication or psychotropic substance?

Do you have all complete and normal body parts?

If your holiday not on Sunday do you agree?

Would you agree to do extra work?

Living with elderly person?

Are you willing to work for a family without your own servant room?

If your employer asked you to work on your holidays and is willing to pay as compensation, are you willing to do so?

Are you willing to take care of disabled elderly, help them to take a bath, change diaper, go to toilet and accompany to hospital?

Are you willing to take care of big dogs/big pets?

Do you have experience to take care of dogs or pets?

Do you have any hallucination or other mental symptoms?

Declaration By Applicant

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

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

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。

客戶須於面試及甄選過程及自行承擔相關資料，本公司對僱員個人資料之真實性，並不作出任何保證。
**Applicant's Information Sheet**

**Ref. No.**

**Name**

**Sex**  
F  
**Married Status**  
Married

**Nationality**  
Filipino

**Race**  
Filipino

**Age**  
46

**Height**  
152 cm

**Weight**  
55 kg

**Address**

**Religion**  
Christian

**Complexion**  
Brown

**Highest Education**  
College

**Course Taken**  
B.S. Education

**Previous Employment**

<table>
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<tr>
<th>(1) Country</th>
<th>Year(s)</th>
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<tbody>
<tr>
<td>as a Domestic Helper</td>
<td>Hong Kong</td>
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</tbody>
</table>

**Special Abilities**

| (1) Age of young children | (2) Cooking | (3) Housework | (4) Care of elderly |

**Remarks**

She has 4 years domestic helper experience in Hong Kong. She can take care of babies & elderly. She can cook simple Chinese dishes & asking to learn more. She is good in doing household works. She asks for hardworking.

All information given above were provided by applicant. Applicant is liable and responsible for any false information found.
## Previous Employment - Domestic Helper

### Reference No.

### Job Description
- **Care of Young Children**: 2
- **Washing**: 4
- **Cleaning**: 3
- **Ironing**: 5
- **Care of Elderly**: 6
- **Tutoring Children**: 7
- **Care of Pets**: 10
- **Care of Disable/Babies**: 9
- **Care of Disable/Bedridden**: 8

### Special Abilities
1. Care of young children
2. Cooking
3. Household Chores
4. Care of elderly

### General Information and Experience

<table>
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<tr>
<th>Experience</th>
<th>Learning</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

### History

1. **Taking care of newborn to 3 months old baby, experience from:**
   - [description]
   - [duration]
   - [experience from]

2. **Taking care of 3-12 months old baby, experience from:**
   - [description]
   - [duration]
   - [experience from]

3. **Taking care of 1-5 years old child, experience from:**
   - [description]
   - [duration]
   - [experience from]

4. **Taking care of 5 years old or over, experience from:**
   - [description]
   - [duration]
   - [experience from]

5. **Taking care of children, experience from:**
   - [description]
   - [duration]
   - [experience from]

6. **Taking care of elderly, experience from:**
   - [description]
   - [duration]
   - [experience from]

7. **Taking care of bedridden person, experience from:**
   - [description]
   - [duration]
   - [experience from]

8. **Taking care of disabled, experience from:**
   - [description]
   - [duration]
   - [experience from]

9. **Taking care of pets:**
   - [description]
   - [duration]
   - [experience from]

10. **Cooking Chinese Food:**
    - [description]
    - [experience from]

11. **Cooking Western Food:**
    - [description]
    - [experience from]

12. **Doing the house-work:**
    - [description]
    - [experience from]

13. **Using and operating home appliance:**
    - [description]
    - [experience from]

14. **Doing the laundry by hand:**
    - [description]
    - [experience from]

15. **Ironing the clothes:**
    - [description]
    - [experience from]

16. **Doing simple sewing:**
    - [description]
    - [experience from]

17. **Gardening, washing car:**
    - [description]
    - [frequency]

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**Note:** All information given above were provided by applicant. Applicant is liable and responsible for any false information found.

---

**All information given above were provided by applicant. Applicant is liable and responsible for any false information found.**
個人資料與家庭狀況

配偶姓名
Name of Spouse

兒子數目
No. of Son(s)

女兒數目
No. of Daughter(s)

父親姓名
Name of Father

母親姓名
Name of Mother

兄長姊妹數目
No. of Brother(s)/Sister(s)

母親年齡
Age

父親年齡
Age

配偶年齡
Age

現職
Position

農民
Farmer

其他資料

1. 你曾經申請在港工作嗎？
   Have you ever applied to work in Hong Kong?

2. 你曾經在港工作嗎？
   Did you work in Hong Kong before?

3. 你曾經有過致敏史嗎？
   Are you allergic to any food / medicine?

4. 在過去5年內有過手術嗎？
   Did you have any surgery operation in the past 5 years?

5. 你是否曾有過皮膚病？
   Do you have any kind of skin problems?

6. 你是否使用過皮膚护理產品？
   Do you use any kind of skin care products?

7. 你會駕駛藥物？
   Can you drive a car?

8. 你會游泳嗎？
   Can you swim?

9. 你是否會使用電腦？
   Are you willing to use a computer?

10. 你在香港的假日會休息嗎？
    Are your holidays not on Sunday, so you agree?

11. 你願意接受額外工時嗎？
    Are you willing to have extra hours of work?

12. 你是否願意照顧初生兒女？
    Are you willing to take care of newly born babies?

13. 你是否願意照顧老人？
    Are you willing to stay with elderly people?

14. 你是否願意照顧患病的人？
    Are you willing to take care of a handicapped person?

15. 你是否每天洗澡／刷牙？
    Are you taking bath and brushing teeth everyday?

16. 你是否願意照顧動物？
    Are you willing to take care of pets?

17. 你是否可以選擇食物？
    Are you choosing about food?

18. 你可以喝咖啡嗎？
    Can you drink coffee?

19. 你可以吃花生嗎？
    Can you eat peanut?

申述人有關本公司的資料及申請人同意本申請人同意有關申請人申請

I agree and will be responsible for any publication of above information.
Specific Contraventions of the Ten Employment Agencies

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<tr>
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<tbody>
<tr>
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<td>Disclosure of the personal data of the Applicants on the Internet</td>
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<td>Disclose of the personal data of the Applicants’ former employers on the Internet</td>
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<tr>
<td>A&amp;E Employment Centre Company Limited</td>
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<tr>
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<td>Technic Employment Service Centre Limited</td>
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## Remedial Actions Taken by Individual Employment Agencies

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