



Service Agreement between Employment Agencies and FDH Job Seekers

This Agreement is made on _____ between **ZenCare Employment Resolve** and the FDH job seeker whose personal particulars are set out in Parts I and II.

Part I: Information of FDH Job Seeker

Name:	HKID/Passport* no.:
Nationality:	Telephone no.:
Residential address and Email address:	

Part II: Employment History in the Past Two Years (to be completed by FDH Job Seeker)^

Name of employer	Employment period	Reason for contract termination

Part III: Type of Services Sought#

☐ Seek employer in HK ☐ Others (please specify): _____	☐ Direct Hire ☐ Contract renewal Name of employer: _____
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Part IV: Commission Fee Details#

- ☐ **ZenCare Employment Resolve** will not charge any fees from the above-stated FDH job seeker.
- ☐ After successful placement, **ZenCare Employment Resolve** will charge a commission fee of HK\$_____ from the above-mentioned FDH job seeker. The commission is not more than 10% of the FDH job seeker's first-month's wages received for successful job placement. The commission will be paid after he/she has received the first-month's wages. ^{Note2}

Part V: Consent for Disclosing Personal Profile to Potential Employers[#]

☐ I, _____, agree that **ZenCare Employment Resolve** may disclose my personal profile (Appendix 4 attached) to potential employers for the purpose of seeking employment as _____ [post title] _____ for me.

Signature of FDH Job Seeker

Signature of Employment
Agency Representative

Company Chop of
Employment Agency

(Name: _____)

Date: _____

(Name: _____)

(Position: _____)

Date: _____

Note 1: This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

Note 2: According to the Employment Ordinance and the Employment Agency Regulations, the maximum commission which may be received by an employment agency from a job seeker shall be an amount not exceeding a sum equal to 10% of the first-month's wages received by the job seeker for each employment that he/she has been successfully placed by the employment agency. The provisions are applicable to **all** job seekers.

* Please delete where appropriate

Please "✓" as appropriate

^ Information in this section is to be provided on a voluntary basis

