

正 僱
家 傭

Resume of FDH Job Seekers

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Part I: Personal Particulars

Name:	
Date of birth:	(day) (month) (year)
Nationality:	
Education:	
Height:	Weight:

** Note to employment agencies: Employment agencies are reminded to observe Personal Data (Privacy) Ordinance (PDPO) and anti-discrimination ordinances administered by Equal Opportunities Commission when collecting, handling and displaying the personal data of FDH job seekers, e.g. religion, age, marital status, etc.

Part II: Capabilities# (Please provide documentary proof such as certificate, diploma, etc. (if any))

	Excellent	Good	Fair	Poor	Supplementary Information/ Remarks/ Verification Comments of Employment Agency
Language:					
Cantonese	☐	☐	☐	☐	
English	☐	☐	☐	☐	
Mandarin	☐	☐	☐	☐	
Others (please specify): _____	☐	☐	☐	☐	
Skills:					
Care of Infant	☐	☐	☐	☐	
Care of Child	☐	☐	☐	☐	
Care of Elderly	☐	☐	☐	☐	
Care of Disabled Person	☐	☐	☐	☐	
Care of Bedridden Person	☐	☐	☐	☐	
Care of Pet	☐	☐	☐	☐	
Cooking	☐	☐	☐	☐	
General Housework (e.g. Cleaning, Washing & Ironing)	☐	☐	☐	☐	
Car Washing	☐	☐	☐	☐	
Others (please specify): _____	☐	☐	☐	☐	
Others (please specify): _____	☐	☐	☐	☐	

Part III: Qualifications (Please provide documentary proof such as certificate, diploma, record of attendance, etc.)

Name and Address of Issuing Institute	Issue Date	Expiry Date (if applicable)	Qualifications	Verification Comments of Employment Agency

Part IV: Working Experience in Hong Kong (Please provide documentary proof such as employment contract, work visa, reference letter from former employer(s), etc.)

Working Location	Working Period	Duties	Verification Comments of Employment Agency

Part V: Overseas Working Experience Relevant to the Work of FDH (Please provide documentary proof such as employment contract, work visa, reference letter from former employer(s), etc.)

Working Location	Working Period	Duties	Verification Comments of Employment Agency

Part VI: Job Expectations

Work Contents		Verification Comments of Employment Agency
Duties good at and preferred:		
Duties not preferred (if any):		
Preferred family type and size (no. of family members):		
Others:		
Remunerations and Benefits		
Wages:		
Accommodation:		
Others:		

Part VII: Other Related Information

	Verification Comments of Employment Agency
[Please provide other related information here, if any]	

Part VIII: Brief FDH Job Seeker on the Standard Employment Contract (SEC) (to be ticked and signed by FDH Job Seeker) #

The employment agency representative has explained to me the content of the SEC and I confirm understanding of the terms therein.

Signature of FDH Job Seeker / Date	
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Signature of FDH Job Seeker
(Name: _____)
Date: _____

Part IX: Verification of Information#

(Please “✓” to indicate whether and to what extent the information provided in this form has been verified by the employment agency.)

☐	All the information in relation to the FDH job seeker set out in this form has been verified by this employment agency.
☐	This employment agency has verified Part I/II/III/IV/V/VI/VII* of this resume whereas the rest of this resume was provided by the FDH job seeker/overseas employment agency/training school/
☐	O t h e r s (P l e a s e s p e c i f y)

Part IX: Personal Information Collection Statement

Purpose of Collection

- The personal data collected from you will be used for providing employment placement services, including displaying your profile to potential employers for selection purposes.

Obligation to Provide Data

- It is mandatory for you to provide the information requested in this form. Failure to do so may result in our inability to offer placement services.

Transferees

- For the purpose of providing the above services, your personal data may be transferred to prospective employers, relevant government departments, or authorized partners of our agency.

Rights of Access and Correction

- You have the right to access and correct your personal data. Requests may be directed to our Data Protection Officer (DPO) via email at info@zencare-employment.com.

Direct Marketing

- We will not use your personal data for any direct marketing purposes unless we have obtained your explicit consent.

Consent for Public Display or Disclosure of Personal Data

For the purpose of assisting employers in selecting suitable domestic helpers, I hereby consent to ZenCare Employment Resolve publicly displaying my personal data through the following channels:

Channels of Disclosure:

- The company's official website (www.zencare-employment.com)
- Other authorized employment-matching platforms (if applicable)

Information to be Displayed:

- Photograph
- Name (Chinese and English)
- Age, Nationality, Marital Status, Height, and Weight, Religion, No. of Family Member and Rank in No. Of Children, Family, Zodiac, Constellation,
- Work Experience, Skills, Language Ability, Education Level and Self-introduction if any.

I understand that the above information is provided solely for recruitment purposes and must not be used by any third party for unrelated purposes.

☐ I agree that **ZenCare Employment Resolve** may publicly display my personal data as specified above.

Declaration

I declare that I have read and understood the above statements and voluntarily consent to provide my personal data to **ZenCare Employment Resolve** for placement and public display purposes.

Signature of Applicant :

Name :

Date :

* Please delete where appropriate

Please “√” as appropriate

