

**Code : APV/M/003**
**Position Applied :Domestic Helper**


|                    |  |
|--------------------|--|
| <b>First Name</b>  | <b>SHANMUGAM</b>                       |
| <b>Middle Name</b> | <b>KANCHANA</b>                        |
| <b>Last Name</b>   |  |
| <b>Address</b>     | <b>BUDURUGALLA ESTATE, BADURULIYA.</b> |
| <b>Dialect</b>     | <b>TAMIL</b>                           |

### PERSONAL INFORMATION

|                       |                            |                        |                   |
|-----------------------|----------------------------|------------------------|-------------------|
| <b>Age</b>            | <b>31</b>                  | <b>Date of Birth</b>   | <b>03/06/1992</b> |
| <b>Place of Birth</b> | <b>AMBHAGAHAWATTA</b>      | <b>Citizenship</b>     | <b>SRI LANKAN</b> |
| <b>Civil Status</b>   | <b>MARRIED (SEPERATED)</b> | <b>Religion</b>        | <b>HINDU</b>      |
| <b>Weight</b>         | <b>50 KG</b>               | <b>Height</b>          | <b>05'03"</b>     |
| <b>Passport No.</b>   | <b>N10768841</b>           | <b>Passport Expiry</b> | <b>31/07/2033</b> |

### EDUCATIONAL ATTAINMENT

|                          |  |                      |         |                 |      |          |      |  |
|--------------------------|--|----------------------|---------|-----------------|------|----------|------|--|
| Elementary               |  |                      |         |                 |      | Year     |      |  |
| High School              |  |                      |         |                 |      | Year     |      |  |
| College                  | WP/MATHUGAMA HENDIGALLE SRI WIPULASIRI COLLAGE |                      |         |                 |      | Year     | 2010 |  |
| Course                   |  |                      |         |                 |      | Graduate |      |  |
| Vocational               |  |                      |         |                 |      | Year     |      |  |
| Course                   |  |                      |         |                 |      | Graduate |      |  |
| English Level            | Poor   | X                    | Average |                 | Good |          |      |  |
| English Spoken           | NO   |                      |         | English Written |      | NO       |      |  |
| Other Language (specify) |  | TAMIL & SINHALA ONLY |         |                 |      |          |      |  |

### WORKING EXPERIENCED

| <b>Employer/<br/>Company Name</b>          | <b>Country</b>   | <b>Position<br/>Held</b>    | <b>Duration</b> | <b>Reason of Leaving</b>        |
|--|------------------|-----------------------------|-----------------|---------------------------------|
| <b>BODYLINE (PVT) LTD –<br/>AGALAWATTE</b> | <b>SRI LANKA</b> | <b>MACHINE<br/>OPERATOR</b> | <b>10 YRS</b>   | <b>TO MIGRATION<br/>PURPOSE</b> |
|  |                  |                             |                 |                                 |

## WORK EXPERIENCE IN ABROAD

Have you worked ABROAD before? **(NO)**, If “YES”, give details below:

| Employer Name | Duration( Year)<br>Finish Contract(Yes/No) | Country | Position | Salary | Reason of Leaving |
|---------------|--|---------|----------|--------|-------------------|
|               |  |         |          |        |                   |
|               |  |         |          |        |                   |

## MEDICAL HISTORY

| Type                                     | Remarks              |
|--|----------------------|
| Allergies / Dietary Restriction (if any) | NONE                 |
| Physical Disabilities (if any)           | NONE                 |
| Surgical (if any) & When                 | NONE                 |
| Others (specify)                         | NONE                 |
| <b>Medical Status</b>                    | <b>UNDER PROCESS</b> |

## FAMILY INFORMATION

| Relationship      | Name                  | Age                   | Occupation |
|-------------------|-----------------------|-----------------------|------------|
| Husband           | SEPERATED             |                       |            |
| Father            | PASSED AWAY           |                       |            |
| Mother            | SUPPAIYA PANCH RAMANI | 60                    |            |
| No. Children      | -                     | Age                   |            |
| No. Siblings      | -                     | Age                   |            |
| Emergency Contact | +94 (71) 414 0846     | Relationship : MOTHER |            |

## SKILLS

| Cooking   |             | Baby Care / Elderly |     | Other Skills |     |
|-----------|-------------|---------------------|-----|--------------|-----|
| Sri Lanka | YES         | Infant              | NO  | Sewing       | YES |
| Chinese   | -           | Children            | YES | Gardening    | YES |
| Indian    | -           | Special Child       | NO  | Pets         | NO  |
| Malay     | -           | Elderly Assistant   | NO  | Tutor        | NO  |
| Western   | -           | Elderly Dependent   | NO  | Car Washing  | YES |
| Others    | TAMIL FOODS |                     |     |              |     |



**AGENSI PEKERJAAN VSHINE SDN. BHD.**.(JTKSM 1228)

COMPANY NO.:202201013655 (1459352-W)

NO.77-B (2ND FLOOR), LORONG SANGGUL 1F, BANDAR PUTERI,  
41200 KLANG, SELANGOR DARUL EHSAN.

Email:general@apvshine.com H/P: 012-520 9500 Tel: 03-5892 3397

## WORKING PREFERENCES

**State in the columns below which of the following duties you do best, 2nd best, 3rd best etc.**  
(See the below and choose)

**Cooking, Ironing, Hand Wash Clothes, Cleaning, Care of babies, Care of young children, Tutoring Children, Care of Elderly, Care of Disabled , Gardening and etc**

|   |                   |
|---|-------------------|
| <b>1st best: CLEANING</b>               | <b>6th best:</b>  |
| <b>2nd best: IRONING</b>                | <b>7th best:</b>  |
| <b>3rd best: GARDENING AND ETC.</b>     | <b>8th best:</b>  |
| <b>4th best: CARE OF YOUNG CHILDREN</b> | <b>9th best:</b>  |
| <b>5th best:</b>                        | <b>10th best:</b> |

**Do you have any friend or relative working in Malaysia? (NO) If “YES”, give details below:**

| <b>Name:</b> | <b>Place of work in Malaysia</b> | <b>Telephone Number</b> | <b>Relationship</b> |
|--------------|----------------------------------|-------------------------|---------------------|
|              |                                  |                         |                     |
|              |                                  |                         |                     |

**WORKING ABILITY**

Please answer YES OR NO

| Job   |    |     |
|---|----|-----|
| Babies (0 to 12 months)                                   | NO |     |
| Toddler (1 to 5 years old)                                | NO |     |
| Child care (6 to 12 years old)                            |    | YES |
| Care of special child                                     | NO |     |
| Changing diapers  | NO |     |
| Special child's diet                                      | NO |     |
| Feed baby/ play with children                             | NO |     |
| Take care of babies during night time                     | NO |     |
| Look after elderly / semi invalid / special need (female) | NO |     |
| Look after elderly / semi invalid special need (male)     | NO |     |
| Use of vacuum cleaner                                     |    | YES |
| Use of washing machine                                    |    | YES |
| Cooking   |    | YES |
| Laundry & hand wash                                       |    | YES |
| Ironing clothes   |    | YES |
| Care of pets  | NO |     |
| Gardening   |    | YES |
| Sewing and mending clothes                                | NO |     |
| Car wash  |    | YES |

## INTERVIEWER QUESTIONS

Please answer YES OR NO

|  |                       |
|--|-----------------------|
| Are you willing to taking care of pet? Fish Birds/Others   | NO                    |
| Are you willing to work with non Christian family? (Eg: Muslim, Hindu)   | YES                   |
| Are you willing not to use hand phone / mobile during working hour?  | YES                   |
| Are you willing to work without taking your off day of going out?  | YES IF PAID           |
| Are you afraid of rats, spiders, and cockroaches? Other? Indicate:   | NO                    |
| Are you wiling to eat food that employer provide and won't demand for India food?  | YES                   |
| Are you aware you cannot bring/ invite friends or relatives to the house of your employer?   | YES                   |
| Are you physically and mentally ready to work as a housemate in Malaysia?  | YES                   |
| Are you prepared to follow the code of discipline drawn by your employer?  | YES                   |
| Have you ever suffered from any serious illness? Hospitalized? Indicate:   | NO                    |
| Do you have any physical defect? Skin allergies? Indicate:   | NO                    |
| Do you feet confident and be able to handle when left alone with children and babies?  | CHILD OK<br>NO BABIES |
| Are you aware that you must complete 2 years contract with your employer?  | YES                   |
| Do you understand stealing is criminal and you promise not to steal employer's money etc?  | YES                   |
| Do you understand that you cannot ask or force your employer to loan you money?  | YES                   |
| Do you understand that you must not wear lipstick/make-up while you are working?   | YES                   |
| Do you understand that you cannot drink alcohol/smoke throughout your contract?  | YES                   |
| Do you understand that beating or hurting employer's children is totally not allowed?  | YES                   |
| Do you have the patience to take care and handle hyper active child?   | NO                    |
| Do you have patients to take care and handle dementia/fussy old age employer?  | NO                    |
| Does your parent/husband allow you to work as a housemaid in Malaysia?   | YES                   |
| Can you look after children and do all the housework like cooking, laundering, cleaning all together and can manage your schedule on time? | YES                   |

### **DECLARATION**

I hereby declare that the information I have given above is to the best of my knowledge and belief true. Should any of the above information be subsequently found to be incorrect, I may be dismissed from my employer and repatriated at my own expense. I further declare that if I am employed I will not seek a change of employer under any circumstances and I will faithfully serve my employer for the entire duration of my employment contract.

