

Code : 09

Position Applied :Domestic Helper



| | |
|--------------------|--|
| First Name | SHUELA |
| Middle Name | VILLEN |
| Last Name | ANDIO |
| Address | #0891 BRGY. STA. ROSA ALAMINOS LAGUNA |
| Dialect | |

PERSONAL INFORMATION

| | | | |
|-----------------------|---------------------------------|------------------------|----------------------|
| Age | 43 | Date of Birth | JUNE 10, 1980 |
| Place of Birth | CAMARINES SUR, NAGA CITY | Citizenship | FILIPINO |
| Civil Status | SINGLE | Religion | CATHOLIC |
| Weight | 45KLS | Height | 5'0 |
| Passport No. | | Passport Expiry | |

EDUCATIONAL ATTAINMENT

| | | | |
|---------------------------------|--|------------------------|-------------|
| Elementary | | Year | |
| High School | MARCELINO FULE MEMORIAL COLLEGE | Year | 1995 |
| College | | Year | |
| Course | | Graduate | |
| Vocational | | Year | |
| Course | | Graduate | |
| English Level | Poor | Average YES | Good |
| English Spoken | YES | English Written | YES |
| Other Language (specify) | ENGLISH, TAGALOG | | |

WORKING EXPERIENCED

| | | | | |
|-------------------------------|--------------------|----------------------|-----------------|--------------------------|
| Employer/ Company Name | Country | Position Held | Duration | Reason of Leaving |
| PHILIPPINES | PHILIPPINES | HOUSEKEEPING | 2023 | UP TOP PRESENT |
| | | | | |



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

WORK EXPERIENCE IN ABROAD

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

| Employer Name | Duration(Year) Finish Contract(Yes/No) | Country | Position | Salary | Reason of Leaving |
|---------------|--|---------|-----------|---------|-------------------------|
| | | KUWAIT | HOUSEHOLD | 300 USD | CANCEL OF VISA/ NO FOOD |

MEDICAL HISTORY

| Type | Remarks |
|--|-----------------------|
| Allergies / Dietary Restriction (if any) | NO |
| Physical Disabilities (if any) | NO |
| Surgical (if any) & When | YES/ APPENDICITIS |
| Others (specify) | NO |
| Medical Status | UNDER PROGRESS |

FAMILY INFORMATION

| Relationship | Name | Age | Occupation |
|--------------|---------------------------|-----|----------------------|
| Husband | N/ A | NIL | |
| Father | ERMILO ANDIO | NIL | DECEASED |
| Mother | CONCHITA VILLANUEVA ANDIO | 43 | HOUSEWIFE |
| No. Children | 4 | Age | 22, 19,17 4 |
| No. Siblings | 7 | Age | 43,40,38,36,34,32,23 |

SKILLS

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





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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

| | |
|---|-----------------------------------|
| 1st best: CLEANING | 6th best: CARE OF CHILDREN |
| 2nd best: TAKING CARE OF ELDERLY | 7th best: COOKING |
| 3rd best: IRONING | 8th best: CARE OF BABIES |
| 4th best: HANDWASH CLOTHES | 9th best: TUTORING |
| 5th best: CARE OF DISABLED | 10th best: GARDENING |

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

| Name: | Place of work in Malaysia | Telephone Number | Relationship |
|-------|---------------------------|------------------|--------------|
| NONE | NONE | NONE | NONE |
| | | | |





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WORKING ABILITY

Please answer YES OR NO

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





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INTERVIEWER QUESTIONS

Please answer YES OR NO

| | |
|--|--------------------------|
| Are you willing to taking care of pet? Fish Birds/Others | YES |
| 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 |
| 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: | YES/ APPENDI CITIS |
| 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? | YES |
| 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? | YES |
| Do you have patients to take care and handle dementia/fussy old age employer? | YES |
| 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.

