

Job Scope Sheet for Foreign Domestic Worker

Employment Agency Name : United Channel Services Pte Ltd

License No. : 11C4954

865 Mountbatten Road #01-11 & #01-22/23/24/25 Katong Shopping Centre S437844

Tel : (65) 63448807

Fax : (65) 63450806

Staff: _____ on _____

This job scope sheet pertains to the job offer made by the *Employer* to the *FDW*. It shall be translated into the *FDW*'s language and given to her before she signs the employment contract.

Particulars of Parties

The Employer

Full Name : LOO Chong Ching NRIC/Passport No. : _____

- ☐ New
☐ Reselect
☐ Replacement

The Foreign Domestic Worker (FDW)

Full Name : Xi Ni (Code: GAO) Passport No. : _____

P/P Ready Date : _____

Job Scope

Persons in household of Employer's family:

- 04 adults
 _____ young adults aged 13 to 18
 _____ children aged 5 to 12
 _____ children aged between 3 to 5
 _____ infants/babies below 3
 _____ person(s) requiring constant care and attention (excluding babies)

The FDW shall be required to perform domestic duties as follows (to tick where applicable):

- ☒ Household chores
☒ Cooking
☐ Looking after aged person(s) in the household [constant attention is
 *required/not required]
☐ Baby-sitting
☐ Child-minding
☐ Others (please specify):
3 dogs

Place of Work (to tick where applicable):

a) House Type:

- ☒ Landed Property 3 Story
☐ Condominium/ Private Apartment
☐ HDB 5-room or larger
☐ HDB _____-Room Flat (specify no. of rooms)
☐ Others _____ (specify)

b) Number of Bedrooms in the house: _____

Signature of FDW