

**Smart Living -
Smart Employer Vacancy Registration Form**

Official

Use

Received Date: _____

To: _____ Fax: _____
(Name of Smart Living - Regional Service Centre)

Employer Ref.: _____

Employer's Information

Full Name :(English) _____ Mr / Ms (Chinese) _____ 先生/女士
(as shown on your Hong Kong Identity Card)

Job Ref.: _____

No. of Family Members: _____ (Elderly) _____ (Adult) _____ (Child)

Contact Telephone No: _____ (Day) _____ (Night)

Address: _____

Location Code: _____

Email Address: _____ **Fax No:** _____

Please tick to show your acceptance to receive relevant information from Smart Living and the Employees Retraining Board. (You may notify the ERB at any time to cancel this option)

Vacancy Information

Job mode: Permanent Temporary/Contract job (3 months or less from _____ to _____)
 Full time Part time (less than 36 hours a week) Stay overnight

Salary*: Monthly \$ _____ * The market hourly rate for a part-time home and health care helper is about \$50-\$70, while the monthly salary is negotiable. However, this rate is for reference only. The actual rate/salary should be agreed mutually by employers and helpers.
Or Hourly \$ _____

Referred Helper/date: _____

Referred Helper/date: _____

Working address : _____
(if different from above)

Referred Helper/date: _____

Working days: No. of days _____ per week on every _____,

Working Time: from _____ to _____

Duties :

Home: Cleaning (_____ sq.ft) Washing & Ironing Cooking (lunch/dinner)
 Marketing Preparing meals Plant care Pet care
 Relief for the foreign domestic helper Others: _____

Care: Post-natal care Child care (age: _____) Elderly care(M/F, age: _____)
 Escort for out-patient (M/F, age: _____) Care for discharged patient (M/F, age: _____)
 Care for hospital patient (M/F, age: _____) Others: _____

Date of follow-up/
successful referral: _____

Insurance Policy for

Helper(s):

taking out own
insurance policy

Insurer name: _____

Policy no. _____

Policy Expiry date : _____

Insured Person: _____

Taking out insurance

via RSC: one off /

2-week

Remarks: _____

1. How did you hear about this referral service?
 TV Radio Newspaper Leaflet Referral Labour Dept. Previous Employer
 Marketing Call ERB Website Others: _____

2. Have you ever employed a domestic helper/Smart Helper?
 Yes (Local Domestic Helper Foreign Domestic Helper) No

3. Under the Employees' Compensation Ordinance, you are required to take out Employees' Compensation Insurance for your helper(s). Have you taken out Employees' Compensation Insurance?
 Yes No, but it will be ready on or before the first working day of my domestic helper(s).

4. Do you agree to pass your vacancy information to the Labour Department for referral if your vacancy is not successfully placed after two weeks' registration? Yes No,

Employer's Declaration:

I hereby declare that I have read and understood the Important Points as printed overleaf and the personal data provided here is complete and true.

Employer's Signature: _____ **Date:** _____

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Important Points

A. Points to Note

1. Before you fill in this form, you have to make sure that the person recruited for this post is a **direct employee** of you and would be **subject to the protection under the Employment Ordinance**. You should also confirm that all activities carried out by you are lawful and the information provided in the form(s) is true and correct.
2. You may be requested to produce relevant document(s). If you fail to do so, **we shall not accept** your vacancy registration.
3. **Please use separate Vacancy Registration Form for each post.** This form can be copied for repeated use.
4. **This vacancy registration will remain valid for three months.** If you have changed your contact means such as address/telephone number/fax number, or terms of employment, or if you wish to cancel your order, please notify the relevant Smart Living - Regional Service Centre by fax or phone immediately.
5. You should not solicit money in any form or under any title, no matter for reasons of provision of services, selling of goods, referral of service, guarantee deposit and so on from job seeker(s).
6. The terms of employment, entry requirements and job descriptions of the post must **not** violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance or the Family Status Discrimination Ordinance. You should consider the capability rather than the gender and age of job-seekers and follow the related codes of practice against discrimination in employment. **Please do not specify any requirements on the gender or age of the job seekers or discriminatory terms. Otherwise, we shall not accept or display your vacancy registration.**
7. When you collect personal data from job seekers, you should observe the Personal Data (Privacy) Ordinance. For details, please contact the Privacy Commissioner's Office at 2827 2827 or visit the website www.pco.org.hk.
8. **Under the Employees' Compensation Ordinance, all employers are required to take out employees' compensation insurance to cover their liabilities both under the Ordinance and at common law for work injuries in respect of all their employees (including full-time and part-time employees, e.g. part-time domestic helpers). For enquiries, please call the Labour Department at 2717 1771.**
9. To ensure the compliance by employers registered under the Smart Living with the Employees' Compensation Ordinance, you are required to provide information about the insurance policy for your helper(s) to your Smart Living - Regional Service Centre on or before the successful referral is made, or the commencement day of his/her employment. If you fail to do so, the Smart Living - Regional Service Centre will refuse to provide referral service.
10. You may choose to take out your own insurance policy or select the one-off/2-week insurance policy offered by the designated insurers of the Employees Retraining Board (ERB) via your Smart Living - Regional Service Centre. This is to enable you to comply more readily with the Employees' Compensation Ordinance and safeguard both you and your helper's interests.
11. The ERB reserves the right to accept and display any vacancy provided by you.
12. Subject to your consent, you may receive relevant information from the ERB. To unsubscribe from this information, please notify the ERB on 182 182.

B. Statement of Purposes

1. Purpose of Collection

The personal data provided by you or by means of the Vacancy Registration Form will be used by the ERB and/or the Smart Living - Regional Service Centres only for job referral service, or for statistical or survey purposes. The provision of your personal data by you is voluntary. However, if you do not provide sufficient information, we may not be able to introduce job seekers to you.

2. Classes of Transferees

The personal data provided by you in the Vacancy Registration Form or to our staff may be disclosed to job seekers, the associated training bodies of the ERB, and/or other related bodies including the Labour Department (if applicable), in order to introduce job seekers to you. If an employer fails to provide information/proof of taking out a valid insurance policy for his/her helper(s) to the relevant Smart Living - Regional Service Centre(s), his/her personal data may be disclosed to the Labour Department as a matter of reasonable doubt to enable the Labour Department to investigate into a suspected case of violation of the Employees' Compensation Ordinance.

3. Access to Personal Data

You have a right of access and correction in respect of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data(Privacy) Ordinance. Your right access includes the right to obtain a copy of record of your personal data. Enquiries concerning your personal data collected by means of Vacancy Registration Form including the making of access and corrections should be made to the relevant Smart Living - Regional Service Centre(s).

C. Form Submission and Enquiry

Please send the completed Vacancy Registration Form by fax or by hand to your nearest Smart Living - Regional Service Centre as listed below:

Region	Smart Living - Regional Service Centres	Tel. No.	Fax. No.
1. HK Island and Islands (except Tung Chung)	Methodist Centre	2866 3256	2520 6198
	Caritas - Hong Kong	2887 8796	2887 7032
2. Kowloon West (Yau Tsim Mong, Sham Shui Po Kowloon City, etc.)	The Hong Kong Federation of Trade Unions	2714 7875	2713 1352
	The Young Men's Christian Association of Hong Kong	2720 7850	2708 1377
	Hong Kong Employment Development Service Ltd	2326 7174	2326 7071
	Hong Kong College of Technology	3194 6613	3194 6375
4. New Territories West 1 (Kwai Tsing, Tsuen Wan and Tung Chung)	Christian Action	2716 8767	2383 4254
	Hong Kong Young Women's Christian Association	2371 0909	2745 5385
5. New Territories West 2 (Yuen Long, Tuen Mun)	Hong Kong Sheng Kung Hui Lady MacLehose Centre	2435 7026	2436 1771
	Yan Oi Tong Limited	2451 7577	2404 7670
6. New Territories East (Sha Tin, Tai Po and North)	The Federation of Hong Kong and Kowloon Labour Unions	2618 9113	2457 5791
	The Hong Kong Confederation of Trade Unions	2651 9707	2650 7110
	New Territories Association Retraining Centre Limited	2650 2824	2672 0590