

## Smart Baby Care - Vacancy Registration Form

\* mandatory field     choose one option only     allow multiple options

### Employer's Information

Full Name\* (English) Mr / Ms \_\_\_\_\_ (Chinese) \_\_\_\_\_

(as shown on your Hong Kong Identity Card) Email Address \_\_\_\_\_

Contact Address\* \_\_\_\_\_

Contact Telephone No.\* (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_ (Office) \_\_\_\_\_

Name of Contact Person Mr / Ms \_\_\_\_\_ Tel No. \_\_\_\_\_

How did you hear about Smart Baby Care?  Previous employer     Referral by friends     ERB Website  
 TV     Radio     Newspaper     Leaflet     Labour Dept.     Others: \_\_\_\_\_

### Vacancy Information

Vacancy Type\*  Post-natal care     Infant and child care     After school care

One off job     Specific date \_\_\_\_\_ Time from \_\_\_\_\_ to \_\_\_\_\_  
 Any date: from \_\_\_\_\_ to \_\_\_\_\_ Time from \_\_\_\_\_ to \_\_\_\_\_

Regular job    Period from \_\_\_\_\_ to \_\_\_\_\_ /no limit    No. of working days/week \_\_\_\_\_ days  
 Work on  Mon  Tue  Wed  Thu  Fri  Sat  Sun     Stay overnight  
 Time from \_\_\_\_\_ to \_\_\_\_\_    No. of working hours/day \_\_\_\_\_ hours

Working address\* \_\_\_\_\_

Usable Area\* Approx. \_\_\_\_\_ Sq. feet

Any Pets\*  No     Yes, No. of cats: \_\_\_\_, No. of small dogs \_\_\_\_, No. of big dogs \_\_\_\_, Others : \_\_\_\_\_

No. of helpers required\* \_\_\_\_\_ Wage\*  Hourly     Daily     Monthly \$ \_\_\_\_\_

For daily/ monthly payment: Total working hour \_\_\_\_\_ per day/month; Hourly Pay \$ \_\_\_\_\_

Language Requirement  must be able to speak     preferred     no special requirement

Putonghua     English     Chao Zhou Dialect     Shanghai Dialect     Hakka Dialect     Min Nan Dialect  
 Others : \_\_\_\_\_

### Employees' Compensation Insurance

- already taken out Employees' Compensation Insurance, insurer: \_\_\_\_\_, Policy No.: \_\_\_\_\_, Expiry Date: \_\_\_\_\_
- will take out the Employees' Compensation Insurance by myself
- already taken out the 2-week Employees' Compensation Insurance via Smart Living/ Smart Baby Care. Expiry Date: \_\_\_\_\_
- take out the  one-off  2-week Employees' Compensation Insurance via Smart Living/ Smart Baby Care

### **Job Duties of Post-natal Care Helper**

Expected confinement date\*: \_\_\_\_\_ (DD/MM/YY)

Expected delivery method\*:  Natural delivery     Caesarean section delivery

Experience of giving birth\*:  1st time     2nd time     3rd time or above

Multiple pregnancy\*:  No     Yes, \_\_\_\_\_ births

Any other children at home\*:  No     Yes, no. of children: \_\_\_\_, Age(s): \_\_\_\_\_

Any other person to help take care of the baby/mother at home\*:

No     Yes,  Foreign domestic helper     Local domestic helper     Spouse     Relative(s)

Require Postnatal care service at hospital\*:  No     Yes, name of hospital: \_\_\_\_\_

Expected duration of employment\*:  1 month     1.5 months     2 months     3 months or above

\_\_\_\_\_ week(s), \_\_\_\_\_ day(s)

Postnatal care experience\*: (please refer to Point 7 of Part B under "Smart Baby Care - Terms & Conditions")

No special requirement     Should possess  1-5     6-10     11-30     over 30 time(s)' experience in providing post-natal care service

Job Duties of Infant and Child Care Helper			
	Gender of Infant/Child*		Age*
1	<input type="radio"/> Male	<input type="radio"/> Female	
2	<input type="radio"/> Male	<input type="radio"/> Female	
3	<input type="radio"/> Male	<input type="radio"/> Female	
Job requirements*	<input type="checkbox"/> Taking care of daily living and meals <input type="checkbox"/> Bathing <input type="checkbox"/> Simple household cleaning <input type="checkbox"/> Cooking : <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner for _____ person(s) <input type="checkbox"/> Escorting to school : _____ am/pm, _____ (location) <input type="checkbox"/> Pick up from school: _____ am/pm, _____ (location)		

Job Duties of After School Care Helper			
	Gender of Children*		Age*
1	<input type="radio"/> Male	<input type="radio"/> Female	
2	<input type="radio"/> Male	<input type="radio"/> Female	
3	<input type="radio"/> Male	<input type="radio"/> Female	
Job requirements*	<input type="checkbox"/> Checking homework <input type="checkbox"/> Assisting in revision, subject(s): <input type="checkbox"/> All subjects <input type="checkbox"/> Chinese <input type="checkbox"/> English <input type="checkbox"/> Maths <input type="checkbox"/> Putonghua		
Requirements on Helper*	Education	<input type="radio"/> No special requirement <input type="radio"/> Attain F.3 level <input type="radio"/> Attain F.5 level	
	Working experience	<input type="radio"/> No special requirement <input type="radio"/> Experience in taking care of _____ children	

Remarks:

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### Smart Baby Care (SBC) - Terms & Conditions

#### A. Terms & Conditions for Vacancy Registration

1. You must ensure that all the information provided is true and correct.
2. Each post-natal care vacancy registration will remain valid for 9 months. And each infant and child care vacancy registration will remain valid for 3 months. Please do not re-submit registration for the same vacancy when the registration is still valid. If you have any change in your contact details, or terms of employment, or if you wish to cancel your registration, please notify the Smart Baby Care (SBC) to change your record.
3. The terms of employment, entry requirements and job descriptions of the vacancy must not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Please do not specify any requirements on the gender, age, race of the job seekers or any other discriminatory terms. Otherwise, your vacancy registration will not be accepted. For details of the Ordinances, please visit the website of the Equal Opportunities Commission at [www.eoc.org.hk](http://www.eoc.org.hk) or contact them at 2511 8211.
4. If you need to collect personal data of job seekers, please observe the Personal Data (Privacy) Ordinance in collecting and handling the personal data. For details, please visit the website of the Privacy Commissioner for Personal Data, Hong Kong at [www.pcpd.org.hk](http://www.pcpd.org.hk) or contact them at 2827 2827.
5. Any nuisances or disruptive behaviors including but not limited to using foul language, making threats, making abusive remarks, sending unwanted marketing information, sending disturbing messages or images to SBC staff and/or helpers are not accepted. The Employees Retraining Board (ERB) and the SBC reserve the right to terminate the service to you and/or refuse your vacancy registration.

#### B. Terms & Conditions for Recruitment of Helpers

1. You have to guarantee that the person recruited for this vacancy is a **direct employee** of you and would be **subjected to the protection of the Employment Ordinance**. The Employees Retraining Board (ERB) and the SBC will not get involved in the employer-and-employee relationship between you and the helper, therefore, the ERB, SBC and their staff shall refute any liability to the service arrangements, including but not limited to the service contents and wage agreed between you and the helper.

2. **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. full-time post-natal care helpers).** For enquiries, please visit the website of the Labour Department at [www.labour.gov.hk](http://www.labour.gov.hk) or contact them at 2717 1771.
3. You should undertake to take out employees' compensation insurance for your recruited helper and provide information about the insurance policy to SBC on or before the duty date, or take out the short term insurance policies offered by the designated insurers of the ERB via SBC. If you fail to do so, the ERB or SBC may refer your case to the Labour Department of suspected case of violation of Employees' Compensation Ordinance.
4. You should pay the employee(s), to whom the Minimum Wage Ordinance applies, hired to fill this post wages no less than the Statutory Minimum Wage (SMW) rate in respect of any wage period in accordance with requirements of the ordinance. **The SBC shall not accept registration of any vacancies of which the wages offered do not meet SMW rate.**
5. You are advised to enter into written employment contracts with your helper. A sample employment contract can be downloaded from the SBC website at [www.erb.org/smartbabycare/](http://www.erb.org/smartbabycare/).
6. You should arrange for the employee(s) to join a registered MPF scheme (if applicable).
7. During the referral process, SBC will provide you with the personal information of the helper, specifying respectively (1) records maintained by SBC and (2) information provided and duly declared by the helper. You are advised to verify the information provided by the helper on your own.
8. SBC requires all the registered helpers to declare and guarantee that all the information they provided to ERB, SBC and/or the employer is true and correct. Helpers will be liable for any errors in, omissions from, or misstatements or misrepresentations (whether express or implied) concerning any such information. ERB, SBC and their staff shall refute any liability to any loss, destruction or damage (including without limitation consequential loss, destruction or damage) however arising from or in respect of any use or misuse of or reliance on such information.

### **C. Statement of Purposes for Personal Data**

1. Purpose for collecting and keeping personal data:
  - (i) The personal data provided by you or by means of the Registration Form will be used by the ERB and SBC for job referral, statistical, survey purposes, or taking out short-term insurance policy (if applicable). The provision of personal data in the process of your registration is voluntary. However, if you do not provide sufficient information, we may not be able to provide the referral service to you.
  - (ii) For the above purposes, the personal data provided by you or by means of the Registration Form may be disclosed to job seekers, SBC, Smart Living – Regional Service Centres, appointed research companies and insurance broker/insurer (if taken out short-term insurance via ERB) appointed by the ERB. If employers fail to provide information/proof of taking out a valid insurance policy for their helpers to the SBC, their personal data may be disclosed to the Labour Department for investigation into a suspected case of violation of the Employees' Compensation Ordinance.
  - (iii) The ERB may use your personal data (including, but not limited to, name, address, email address and telephone number) for sending to you marketing information related to training courses, services, activities, facilities and related information of the ERB ("Relevant Information"), through emails, SMS, direct mailing and telephone calls, etc. Your personal data may be transferred to companies commissioned by the ERB for such purposes.
2. You are allowed to access to and/or obtain a copy of your personal data and/or to correct the personal data should the record be incorrect. The ERB may collect a fee from you for a copy of your personal data.
3. You have rights of access to and correction of your personal data, obtain copies of your personal data, or object to the use of your personal data for direct marketing purposes. You may send your requests to the SBC to which you submitted the Registration Form or call ERB hotline at 182 182.

### **Employer's Declaration:**

I hereby declare that I have read and agreed to the above "SBC - Terms & Conditions" and the information provided here is complete and true.

I agree to the use of my personal data by the ERB for sending me Relevant Information of the ERB.

**Employer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_