

Smart Living - Vacancy Registration Form

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

* 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 Living? Previous employer Referral by friends ERB Website
 TV Radio Newspaper Leaflet Labour Dept. Others: _____

Vacancy Information

Vacancy Type* Domestic Helper Personal Care Helper Masseur
 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 _____
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 (not applicable to massage service)

- 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 Domestic Helper

General household services (cleaning, doing laundry and ironing, cooking)

Stand-in service for foreign domestic helpers

Cleaning Special requirements: Wipe windows (Any window grilles? Yes No)
 Wipe French doors Ironing clothes Hand wash clothes Hand wipe the floor

Preparing meals Food requirement: No special requirement Vegetarian
 Lunch for No.: of adults _____ No.: of kids _____, No. of dishes _____, Make soup
 Dinner for No.: of adults _____ No.: of kids _____, No. of dishes _____, Make soup
 Purchase food ingredients Prepare the ingredients Cook dishes

Pet care feed the pet clean the pet walk the pet clean the cage Plant care

Job Duties of Domestic Helper	
<input type="radio"/> One-off cleaning <input type="radio"/> Chinese New Year Cleaning <input type="radio"/> Cleaning after renovation <input type="checkbox"/> The contractor has conducted basic cleaning	Special requirements: <input type="checkbox"/> Wipe windows (Any window grilles? <input type="radio"/> Yes <input type="radio"/> No) <input type="checkbox"/> Wipe French doors <input type="checkbox"/> Wipe the ceiling <input type="checkbox"/> Wipe ceiling fan <input type="checkbox"/> Wipe pendant lamp <input type="checkbox"/> Wipe chandelier <input type="checkbox"/> The flat is furnished <input type="checkbox"/> Remove old and tough stains
<input type="radio"/> Festive food making	<input type="checkbox"/> Crispy pastry dumplings / sesame doughnuts <input type="checkbox"/> Yellow split-peas cake <input type="checkbox"/> Glutinous rice cake <input type="checkbox"/> Water chestnut cake <input type="checkbox"/> Taro cake <input type="checkbox"/> Radish cake <input type="checkbox"/> Rice dumpling with meat <input type="checkbox"/> Rice dumpling with lye <input type="checkbox"/> Chao Zhou Rice dumpling <input type="checkbox"/> Moon cake <input type="checkbox"/> Snowy moon cake <input type="checkbox"/> Need helper to prepare the ingredients
<input type="radio"/> Meal cooking for festivals/ special occasions (e.g. Chinese New Year's Eve dinner, birthday banquet)	<input type="checkbox"/> Lunch <input type="checkbox"/> Dinner for ___ adults, ___ children, no. of dishes: ___, <input type="checkbox"/> soup <input type="checkbox"/> Helper helps purchase ingredients (Shopping time is around 30-45 minutes which should be included in the calculation of wages) <input type="checkbox"/> Employer will go to purchase ingredients with helper <input type="checkbox"/> Employer or maid will help prepare ingredients Food preference : <input type="checkbox"/> Vegetarian <input type="checkbox"/> Need to prepare the following dishes: <input type="checkbox"/> Sea cucumber <input type="checkbox"/> Abalone <input type="checkbox"/> Fish Maw <input type="checkbox"/> Shark fins <input type="checkbox"/> Others : _____ No. of cooking stoves in your kitchen : _____
<input type="radio"/> Giving cooking tutorial (Chinese homely dishes)	Participants: <input type="checkbox"/> Family members <input type="checkbox"/> Friends <input type="checkbox"/> Foreign domestic helper whose spoken language is <input type="checkbox"/> Cantonese <input type="checkbox"/> English <input type="checkbox"/> Putonghua <input type="checkbox"/> Employer will translate for the helper No. of participants : _____
<input type="radio"/> Training foreign domestic helper	Nationality of the foreign domestic helper : <input type="checkbox"/> Pilipino <input type="checkbox"/> Indonesian <input type="checkbox"/> Thai <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Others : _____ <input type="checkbox"/> Familiarize domestic helper with near-by environment & shopping places <input type="checkbox"/> Provide training on household cleaning skills / laundry and ironing skills / Chinese homely dishes cooking / separation of waste

Job Duties of Personal Care Helper (Escort for out-patient, Care for the Elderly or Patients)	
Particulars of the elderly/ patient: Gender: <input type="radio"/> Female <input type="radio"/> Male Age: _____ Weight (in pounds) : _____ Mobility : <input type="checkbox"/> can walk on his/her own <input type="checkbox"/> need to use walking aid <input type="checkbox"/> need to use a wheelchair <input type="checkbox"/> require lifting <input type="checkbox"/> bedridden Illnesses : <input type="checkbox"/> Cancer <input type="checkbox"/> Diabetes <input type="checkbox"/> Mellitus <input type="checkbox"/> Hypertension <input type="checkbox"/> Gout <input type="checkbox"/> Heart diseases <input type="checkbox"/> Stroke <input type="checkbox"/> Cataract <input type="checkbox"/> Osteoarthritis <input type="checkbox"/> Parkinsonism <input type="checkbox"/> Dementia <input type="checkbox"/> Emotional problem, please specify : _____ <input type="checkbox"/> Communicable diseases, please specify : _____ <input type="checkbox"/> others : _____ Other carers at home: <input type="checkbox"/> Spouse <input type="checkbox"/> Son/daughter/in-law <input type="checkbox"/> Relatives <input type="checkbox"/> Foreign domestic helper	
<input type="radio"/> Escort for out-patient	
<input type="radio"/> Elderly Care (for those with self-help capability)	<input type="checkbox"/> Preparing meals : <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner for ___ person(s) <input type="checkbox"/> Simple household cleaning <input type="checkbox"/> Accompanying elderly who can walk on his/her own to medical treatment, shopping, to the park or the bank, etc.
<input type="radio"/> Elderly / Patient Care (for those without self-help capability)	<input type="checkbox"/> Assist in bathing <input type="checkbox"/> Assist in toileting <input type="checkbox"/> Changing diapers/ Urinal bag <input type="checkbox"/> Feeding <input type="checkbox"/> Assist in doing rehabilitation exercises <input type="checkbox"/> Accompanying patient to go out for medical treatment, shopping, go to the park or the bank, etc.

Job Duties of Masseur			
Masseurs of the same gender as the customers will be referred. Should there be more than one customer in the same household and they are of different genders, the customers can decide on the gender of the masseurs to be referred. For full-body massage, the masseurs must be of the same gender as the customers.			
No. of customers	Gender of customers	Massage service (Choose at least one option)	No. of service session(s) (each session 45 mins, at least 2 sessions)
	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Head to shoulders massage <input type="checkbox"/> Foot reflexology <input type="checkbox"/> Full-body massage	No. of session: _____, Service fee per session: _____
Gender of masseurs required: <input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> No preferences			

Remarks: _____

Smart Living - Terms & Conditions

A. Terms & Conditions for Vacancy Registration

1. You must ensure that all the information provided is true and correct.
2. Regardless of the vacancy registration method, first-time registrants are required to submit an address proof (e.g. water/electricity/town gas/telephone bills or bank statement) issued within the recent 3 months with name and address identical to those entered in the registration form.
3. A registered vacancy is valid for 3 months. You only need to register each vacancy once and you need not re-register the same vacancy during the vacancy valid period. If you have any change in your contact details or terms of employment, or if you wish to cancel your registration, please notify the responsible Smart Living - Regional Service Centre (RSC).
4. 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 or contact them at 2511 8211.
5. 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 or contact them at 2827 2827.
6. 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 RSCs staff and/or helpers are not accepted. The Employees Retraining Board (ERB) and the RSCs reserve the right to terminate the service to you and/or refuse your vacancy registration.

B. Terms & Conditions for Recruitment (Applicable to domestic helper and personal care worker vacancies)

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 ERB and the RSCs will not get involved in the employer-and-employee relationship between you and the helpers, therefore, the ERB, RSCs 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 helpers.
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. part-time domestic helpers). For enquiries, please visit the website of the Labour Department at www.labour.gov.hk or contact them at 2717 1771.
3. You should undertake to take out employees' compensation insurance for your recruited Smart Helper and provide information about the insurance policy to RSC on or before the duty date, or take out the short term insurance policies offered by the designated insurers of the ERB via RSC. If you fail to do so, the ERB or RSC 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. Registration of any vacancies of which the wages offered do not meet SMW rate will not be accepted.
5. You are advised to enter into written employment contracts with your Smart Helpers, specifying the terms of employment so as to avoid unnecessary conflicts and disputes. A sample employment contract can be downloaded from the Smart Living website at www.erb.org/smartliving/.
6. You should arrange for the employee(s) to join a registered MPF scheme (if applicable).
7. Smart Living requires all the Smart Helpers to declare and guarantee that all the information they provided to ERB, RSCs and/or the employer is true and correct. Smart Helpers will be liable for any errors in, omissions from, or misstatements or misrepresentations (whether express or implied) concerning any such information. ERB, RSCs 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. Disclaimer for Home-based Massage Service

1. All masseurs referred through the Smart Living Scheme provide services in the capacity of self-employed persons. The ERB and the RSCs will not get involved in the transaction between the masseurs and customers, therefore, the ERB, the RSCs and their staff shall refute any liability to the service arrangements, including but not limited to the service contents and service charge agreed between the masseurs and customers.
2. As the occupier of the service address, you and any others in the service address are responsible for ensuring the masseur's personal safety whilst providing the service, including but not limited to: (1) safety of the masseur and his/her property; (2) safety and suitability of the premises to carry out massage services, so as to avoid accidents.
3. You should respect the masseur's professional conduct, and will not make any unreasonable demands.

D. Statement of Purposes for Personal Data

1. Purpose for collecting and keeping personal data:
 - (i) The personal data and vacancy registration information as provided by you or by means of the Registration Form will be used by the ERB and RSCs 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, RSCs, appointed research companies and insurance broker/insurer (if taken out short-term insurance via ERB) appointed by the ERB. If you fail to provide information/proof of taking out a valid insurance policy for your helper(s) to the relevant RSCs, 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 RSC 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 "SL - 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:** _____