

<b>For office use only</b>	
Agency	FMW
Job Requested	DH
Video Attached	

# CV House Maid

## PERSONAL DETAILS

<input type="text" value="GARCES"/>	<input type="text" value="MARY GRACE"/>	<input type="text" value="CURAMBAO"/>	<input type="text" value="28"/>	<input type="text" value="F"/>	
<b>Surname (family)</b>	<b>First Name (given)</b>	<b>Middle Name</b>	<b>Age</b>	<b>Sex</b>	<b>Mobile Phone No'</b>
<input type="text" value="FEB 07, 1990"/>	<input type="text" value="ANTIPOLO, RIZAL"/>	<input type="text" value="H.M. SANTOS EXT. ANTIPOLO CITY"/>		<input type="text" value="160CM"/>	<input type="text" value="60KG"/>
<b>Date of Birth</b>	<b>Place of Birth:</b>	<b>Home Address:</b>		<b>Height</b>	<b>Weight</b>
<input type="text" value="FILIPINO"/>	<input type="text" value="P4677676A"/>	<input type="text" value="NOV. 3, 2022"/>	<input type="text" value="SINGLE PARENT"/>	<input type="text" value="CATHOLIC"/>	
<b>Nationality</b>	<b>Passport No</b>	<b>Expiry Date</b>	<b>Marital Status</b>	<b>Religion</b>	

## FAMILY

<input type="text" value="ARNULF"/>	<input type="text" value="49"/>	<input type="text" value="FORMAN"/>	<input type="text" value="VIRGILIA"/>	<input type="text" value="47"/>	<input type="text" value="VENDOR"/>	<input type="text" value="N/A"/>		
<b>Father Name</b>	<b>Age</b>	<b>Occupation</b>	<b>Mother Name</b>	<b>Age</b>	<b>Occupation</b>	<b>Spouse Name</b>	<b>Age</b>	<b>Occupation</b>
<input type="text" value="GRACE"/>	<input type="text" value="6"/>	<input type="text" value="F"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Child Name</b>	<b>Age</b>	<b>Sex</b>	<b>Child Name</b>	<b>Age</b>	<b>Sex</b>	<b>Child Name</b>	<b>Age</b>	<b>Sex</b>
<b>Who will take care on the children while you are working in Cyprus?</b>						<input type="text" value="MY PARENT'S"/>		

## RELEVANT DOMESTIC HELPER EMPLOYMENT HISTORY (Latest First)

<u>Employer - 1</u>					
Country	Job Title	Dates	Employer Name	Phone No'	
<input type="text" value="CYPRUS"/>	<input type="text" value="DH"/>	<input type="text" value="DEC 2015- JULY 2018"/>	<input type="text"/>	<input type="text"/>	
<b>Care of new-born up to 1 year old</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
<b>Care of children over 1 year old</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>How Many?</b> <input type="text" value="1"/>	<b>Age</b> <input type="text" value="12 Y/O"/>	
<b>Care of disabled</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Age</b> <input type="text"/>	<b>Sex</b> <input type="text"/>	
<b>Care of Old People</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Age</b> <input type="text" value="72"/>	<b>Sex</b> <input type="text" value="F"/>	
<b>Care of Pets</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Details</b> <input type="text" value="3 DOGS (GERMAN SHEPHERD)"/>		
<b>Duties</b>	<input type="text" value="1 DH, 5 MEMBERS, 5 BR, 4 WC. DO ALL HSW, COOKING, LAUNDRY, IRONING OF CLOTHES, CLEANING ETC., TAKING CARE OF THEIR CHILD ASSIST AND PROVIDE DAILY NEEDS AND LOOK AFTER TO MY OLD LADY EMPLOYER WHO'S SUFFERING FROM ALZHEIMER. ASSIST AND GIVE HER DAILY NEEDS AND ALWAYS ACCOMPANY HER IN EVERYTHING SHE DOES AND TAKING CARE OF THEIR THREE DOGS FEEDING, BATHING, GROOMING ETC"/>				

<u>Employer - 2</u>					
Country	Job Title	Dates	Employer Name	Phone No'	
<input type="text" value="K.S.A"/>	<input type="text" value="DH"/>	<input type="text" value="JULY 2013- AUG. 2015"/>	<input type="text"/>	<input type="text"/>	
<b>Care of new-born up to 1 year old</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
<b>Care of children over 1 year old</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>How Many?</b> <input type="text" value="1"/>	<b>Age</b> <input type="text" value="8 Y/O"/>	
<b>Care of disabled</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Age</b> <input type="text"/>	<b>Sex</b> <input type="text"/>	
<b>Care of Old People</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Age</b> <input type="text"/>	<b>Sex</b> <input type="text"/>	
<b>Care of Pets</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Details</b> <input type="text"/>		
<b>Duties</b>	<input type="text" value="3 DH, 5 MEM, 5 BR, 3WC DO HOUSEHOLD WORKS SUCH AS COOKING, WASHING AND IRONING OF CLOTHES, ENSURE THE CLEANLINESS AND ORDERLINESS OF THE HOUSE THROW GARBAGE ETC., AND TAKING CARE OF THEIR CHILD, PREPARE MEAL AND ASSIST AND PROVIDE THEIR DAILY NEEDS"/>				

## OTHER EMPLOYMENT HISTORY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Country</b>	<b>Job Title</b>	<b>Dates</b>	<b>Employer Name</b>	<b>Duties</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Country</b>	<b>Job Title</b>	<b>Dates</b>	<b>Employer Name</b>	<b>Duties</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Country</b>	<b>Job Title</b>	<b>Dates</b>	<b>Employer Name</b>	<b>Duties</b>

## EDUCATIONAL BACKGROUND

<input type="text"/>
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TEOFILA ROVERO ELEM SCHOOL	1999-2005	SAN JOSE NAT. HIGH SCHOOL	2005-2009
<b>Elementry School Name</b>	<b>Dates (YYYY-YYYY)</b>	<b>High School Name</b>	<b>Dates (YYYY-YYYY)</b>
<b>College \ university name</b>	<b>Dates (YYYY-YYYY)</b>	<b>Graduate \ Under</b>	<b>Course Name</b>
English: <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good	Other ? <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good	Other ? <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good	Other ? <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good

**PERSONAL QUESTIONS**

Are you willing to accept the "NO-DAY-OFF" policy of your employer?	YES	/	NO	
Are you willing to accept and take your "DAY-OFFs" set by your employer?	YES	/	NO	
Are you prepared NOT to use the telephone or internet without permission or consent of your employer?	YES	/	NO	
Would you be able to follow the rules and regulations in the house set by your employer?	YES	/	NO	
Can you promise no visitor allowed without the consent of your employer?	YES	/	NO	
Do you smoke? (if yes, how many cigarettes a day? <input type="text"/> )	YES		NO	/
Do you drink alcoholic beverages? (if yes, light, moderate, or heavy? <input type="text"/> )	YES		NO	/
Have you experienced taking drugs? (if yes, please specify <input type="text"/> )	YES		NO	/
Are you under medication? (if yes, please specify <input type="text"/> )	YES		NO	/
Do you have disabilities/sickness? (if yes, please specify <input type="text"/> )	YES		NO	/
Have you suffered from serious illness? (if yes, please specify <input type="text"/> )	YES		NO	/
Any operations for the last year? (if yes, please specify <input type="text"/> )	YES		NO	/
Do you suffer from any form of allergy? (if yes, please specify <input type="text"/> )	YES		NO	/
Do you wear glasses while working? (if yes, please specify <input type="text"/> )	YES		NO	/
Are you afraid of dogs, cats or other pets? (if yes, please specify <input type="text"/> )	YES		NO	/
Would you be willing and/or able to handle taking care of pets?	YES	/	NO	
Can you promise to dress properly and without make-up and perfume while working?	YES	/	NO	
Can you promise to be good to your employer and or/ any member(s) of his family?	YES	/	NO	
Can you swim?	YES		NO	/
Can you drive vehicle?	YES		NO	/
Do you promise NOT take any salary advances from your employer?	YES	/	NO	
Can you promise to keep your personal hygiene and take a bath before sleep?	YES	/	NO	
Are you willing to eat Cypriot/ Western or any dishes same as your employer?	YES	/	NO	
Can you promise not to touch anything that is not yours, in your employer's house or another place	YES	/	NO	
Can you promise to report immediately and honestly something that you might have found?	YES	/	NO	

**CAN YOU HANDLE THE FOLLOWING? (PLEASE TICK YOUR ANSWERS BELOW)**

ELECTRICAL HOME APPLIANCES				HOUSEHOLD CHORES				BABY / PEDIATRIC CARE			
Washing Machine	Yes	/	No	Cleaning	Yes	/	No	Bathing	Yes	/	No
Rice Cooker	Yes	/	No	Washing	Yes	/	No	Dressing	Yes	/	No
Dish Drainer	Yes	/	No	Ironing	Yes	/	No	Diapers	Yes	/	No
Vacuum Cleaner	Yes	/	No	Cooking	Yes	/	No	Feeding	Yes	/	No
Floor Polisher	Yes	/	No	Gardening	Yes	/	No	Nurturing	Yes	/	No
Microwave Oven	Yes	/	No	Car Washing	Yes	/	No	Bedtime	Yes	/	No
Oven toaster	Yes	/	No	Marketing	Yes	/	No	Baby Massage	Yes	/	No
Electric Iron	Yes	/	No	Mopping floor	Yes	/	No	Sterilize Bottle	Yes	/	No
BEDRIDDEN CASES CARE				GERIATRIC \ INVALID CARE				CHILD/INFANT CARE			
Bed Bath	Yes		No /	Bathing	Yes		No /	Bathing	Yes	/	No
Check Sugar	Yes		No /	Dressing	Yes	/	No	Dressing	Yes	/	No
Diapers	Yes		No /	Diapers	Yes	/	No	Diapers	Yes	/	No
Tube Feeding	Yes		No /	Oral Feeding	Yes	/	No	Oral Feeding	Yes	/	No
Gastric Tube (NGT)	Yes		No /	Nurturing	Yes	/	No	Nurturing	Yes	/	No
Body Massaging	Yes		No /	Baby Massage	Yes		No /	Bedtime	Yes	/	No
Carry to wheel chair	Yes	/	No	Take for walk	Yes	/	No	Take for walk	Yes	/	No
Take Blood Pressure	Yes		No /	Blood Pressure	Yes		No /	Tutoring	Yes	/	No

**ADDITIONAL PERSONAL QUESTIONS (please answer them with all honesty)**

**Why do you want to work abroad?**  
TO SAVE MONEY FOR MY FAMILY & TO GIVE A BETTER FUTURE AND EDUCATION TO MY DAUGHTER.

**In your opinion, what are the real qualities of house maid (or caregivers / caretakers)?**  
HARDWORKING, RESPONSIBLE, HONEST, RELIABLE, HAS INITIATIVE TO DO WORK.

**What foreign dishes can you cook (Chinese, Japanese, Italian, Western, Others)?**  
ARABIC DISHES AND CYPRUS DISHES ONLY BUT LOVE TO LEARN MORE

**Do you have any friends / relatives in Cyprus? If yes, please give some details about them:**  
FOR MY 2 YRS THERE I DONT HAVE DAY OFF SO I DIDNT MEET FILIPINO FRIENDS THERE

**Please write a nice personal note below for your prospective employer to read about you:**  
DEAR EMPLOYER, IF YOU WILL HIRE ME YOU WILL NOT REGRET IN CHOOSING ME AS YOUR DH, I PROMISED TO DO MY BEST, I AM HARDWORKING AND RESPONSIBLE PERSON, WILLING TO LEARN AND GAIN MORE EXPERIENCED ABROAD. THANK YOU AND LOOKING FORWARD TO WORK WITH YOU.

**DECLARATION**

I hereby affirm that all information above were true, and that:

\*I shall undergo the required medical & trade test exams at my own expense;

\*The act of filing of such application & the required travel documents I submitted does not assure an immediate employment but a mere application for overseas employment;

\*Upon acceptance by the employer I shall pay the required processing fee;

\*If I withdraw my application, I shall pay a withdrawal fee to cover any and all administrative costs, paper works & time consumed;

\*In three months after my employment, I shall not hold the respective recruitment agencies liable for any violation of my contract of employment;

\*In any mis-declaration or misinterpretation I may have written/stated herein can become a just cause for my immediate dismissal in my employment in the future.

**I ALSO HEREBY ATTEST THAT** I am aware of the offered salary for the above position as stated above, and that I voluntarily, and on my own volition, will accept the said salary should I be hired.

JULY 24 2018

Date Applied

GARCES, MARY GRACE C.

Signature of the Applicant

**INTERVIEWER'S REMARKS:**

Foreign Agent:

Cyprus Agent:

Other:

