



# Agensi Pekerjaan Danu Gemilang Sdn Bhd

Company Registration No. 653365-T / JTKSM 558B

No.H-38-1B , Jalan Prima Saujana 2/D , Prima Saujana 43000 Kajang Selangor Malaysia

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## BIODATA



Reference No. : [REDACTED]

Given Name : JOY

Middle Name : NGANNON

Sur Name : GAND

Home Address : UMILAG, LAMUT, IFUGAO

Birth date : JUNE 9, 1985

Age : 34

Gender : female

Nationality : Filipino

Passport Expiry date :

Religion : UCCP

Height : 157

Weight : 64 Kgs.

Marital Status : Married

No of Children : 2 Age/s: 8, 6

No of Brother/s: 5 No of Sister/s: 1

Your Position in the Family : 2

Husband's Occupation : Driving

Father's Occupation : Farming

Mother's Occupation : Farming | market vendor

Language : Tagalog | English

Skills : cooking

Applying Job in : MALAYSIA

Expected Salary : 400 USD / 1680 RINGGIT





### EDUCATION BACKGROUND

Please marked (✓) your Highest Educational attainment and fill up the year of completion

Elementary Graduate Year Graduated: 1998

Secondary Education/ High School Graduate Year Graduated: 2002

College level Year Completed: 1 Sem.

Course: Computer Based Accountancy

College Graduate Year Graduated:

Course:

### EMPLOYMENT RECORDS

Country: Date of Employment From: Until:

Job Position: No. of Person in the Employer's House:

Employer's Nationality: No of Child/Children of Employer: Age/s:

Reason of Leaving:

.....

.....

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.....

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## PERSONAL QUESTIONS

Why do you want to work as Domestic Worker in Malaysia?

To help my family.

What qualifications do you have as Domestic Worker?

cooking

Are you aware and agreed to work for Two (2) years employment Contract in Malaysia?

yes

From your family, who are the person knows and allowed you to work in Malaysia?

husband, parents

Are you ready to be far from your family for the period of two (2) years?

yes

Are you afraid of being far from your family?

No

What do you expect from a position as a Domestic Worker?

it is hard work but i can do it.

What are your dreams and goals in life?

To have a better life living.

How long do you plan to live and work abroad?

2 years or more

Are you better with Household Chores, New born, Children, Elderly Care or Cooking?

cooking

In your past experienced, what was the age of the Children you looked after?

baby untill 8yrs.

Can you take care of Infant?

yes

Do you love working with Children?

yes

If a Child is naughty and talks to you in a rude way, what would you do?

Speak in nice way.

Do you like working with Elderly Person?

yes

If YES, What Gender you Prefer?  Male /  Female /  Both

Do you have experience to look after an Elderly Person?

No

If YES, What is the age?

What is the Gender?  Male /  Female

Can you take care a Disable Person?

No

If YES, What Gender you Prefer?  Male /  Female /  Both

Do you have experience to look after a Disable Person?

No

If YES, What is the age?

What is the Gender?  Male /  Female

Can you take care a Special Child?

yes

If YES, What Gender you Prefer?  Male /  Female /  Both

Do you have experience to look after a Special Child?

No

If YES, What is the age?

What is the Gender?  Male /  Female

Are you a Good cook?

yes

Are you able to follow Recipes from a cook book?

yes

What kind of food can you prepare?

Shack food

Can you sew by hand?

yes

Can you sew by machine?

NO

How would you describe yourself?

Happy, Hard working, Honest



## PERSONAL DECLARATION

*Please answer either Yes or NO*

Do you have tattoo on your body? ... No ..... Which part of your body?.....

Do you have medical operation / surgery from the past?..... No.....

What Medical operation /surgery?..... Date of your surgery/operation?.....

**Do you have any medical history: Please marked (✓) if YES and (×) if NO**

Diabetes       high blood       Migraine       Anemia/low blood       Appendicitis       Heart problem

Caesarian       Ulcer       Asthma       Hemorrhoids (Almoranas)       Ovarian tumor

Others specify.....

Do you have any medical condition..... No ..... If yes, what medical condition?.....

Do you take any medication?..... No ..... if yes, what medicine? .....

Do you have any allergies to food? ..... No .....; If yes, specify.....

Do you have any allergies for medicine?..... No .....; If yes, specify:.....

Do you smoke cigarette? ..... No ..... Do you drink alcohol?.....

Do you have friend/s here in Malaysia?..... No ..... Do you have regular contact with friend/s?.....

Do you have some relative/s herein Malaysia?..... No ..... Do you have regular contact with Relative/s?.....

Are you willing to use your mobile phone during your Rest day only? ..... No .....

Are you willing to stay inside your employer house during your Rest day?..... No .....

If necessary, will you work on your Rest day for extra income? ..... yes .....

Can you promise not to use any personal belongings of your employer without permission? ... yes .....

Can you keep and secure the privacy of your employer and his family at all times? ... yes .....

### OTHER INFORMATION:

*Please marked (✓) if you are agreed and (×) if not applicable*

Care of Newborn baby

Childcare

Elderly Care

Care of Special Child

Care of Bedridden / Disabled Person

Care of Pet/s: (specify) ... Dogs .....

Willing to work with Muslim family

Willing to work with non Muslim family

Willing to learn and do cooking

Laundry by hands for delicates clothes

Gardening(watering flowers and plants)



**BASED ON YOUR OWN OR WORK EXPERIENCES**

*Please write each categories based on your knowledge*

**NEWBORN BABY CARE**

check the diaper if it is already full  
check the baby's temperature if it normal or not feeling well.

**CHILDCARE**

check if the child is ~~looking~~ have neat or wet clothes.  
ask if what is the child needs and prepare food.

**SPECIAL CHILD**

give the child extra care and love for him/her not feel  
that he/she is special child.

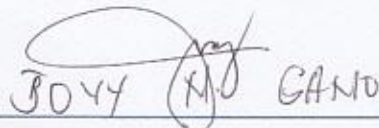
**ELDERLY CARE/ BEDRIDDEN / DISABLED PERSON**

check the person if the diaper  
is full, Always make the surroundings clean. check if the temperature is  
normal.

**GENERAL HOUSEHOLD CHORES**

always make the house clean.

I hereby declare and confirmed that all the above given information contained are true and correct to the best of my knowledge and belief. That I am responsible for the accuracy of any data information which I provided to Agensi Danu Gemilang Sdn. Bhd. for my employment purposes as **Domestic Worker in Malaysia.**

  
JOY JOY GANO

(Full Name and Signature of the Applicant)