



## Local Domestic Helpers Scheme Vacancy Registration Form

Name of Regional Service Centre : **HKCTU** Fax : **2650 7335** Tel : **2651 9833**

### Employer Information

Name#: \_\_\_\_\_ Mr / Ms (Chinese, if applicable) \_\_\_\_\_ 先生/女士  
(# Full Name as written on Hong Kong Identity Card)

No. of Family Members: \_\_\_\_\_ (Elderly) \_\_\_\_\_ (Adult) \_\_\_\_\_ (Child)

Contact Tel. No.: \_\_\_\_\_ (Day) \_\_\_\_\_ (Night)

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Tick here to accept related information send from ERB/HKCTU

### Vacancy Information

Job mode:  Permanent  Temporary/ Contract job (from \_\_\_\_\_ to \_\_\_\_\_)

Job nature:  Full time  Part time (less than 36 hours a week)  Stay overnight

Salary\*: Monthly \$ \_\_\_\_\_ or Hourly \$ \_\_\_\_\_ \*salary recommendation from next page

Working address:(if different from the above) \_\_\_\_\_

Working hours: Working Time : \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

No. of days \_\_\_\_\_ per week on every Mon/ Tue/ Wed/ Thur/ Fri/ Sat/ Sun (please circle)

- Duties :  Household cleaning \_\_\_\_\_ sq. ft.  Ironing
- Buying food ingredients  Preparing Meals  Cooking ( lunch /  dinner)
- Child care \_\_\_\_\_ age  Elderly care ( male \_\_\_\_\_ age / female \_\_\_\_\_ age )
- Personal care  Pet care  Post-natal care (from \_\_\_\_\_ to \_\_\_\_\_)
- Others : \_\_\_\_\_

- How did you hear about this referral service?  
 TV  Radio  Newspaper  Leaflet  Referral  Labour Dept  Previous Employer  
 Marketing Call  Others
- Have you ever employed a domestic helper?  Yes ( Local Helper  Foreign Helper)  No
- Please note that the above information will be passed to the Regional Service Centres under the Integrated Scheme for Local Domestic Helpers of the Board for job referral. Do you agree to pass your vacancy information to the Labour Department to seek more referrals if a referral is not successful after two-week of registration?  Yes  No
- Under the Employees' Compensation Ordinance, you are required to take out Employee Compensation Insurance for your domestic helpers. Have you taken out Employee Compensation Insurance?  
 Yes, I have purchased. Insurer Name: \_\_\_\_\_ Policy no.: \_\_\_\_\_  
 Policy expiry date: \_\_\_\_\_ Insured Person: \_\_\_\_\_
- No, but it will be ready on or before the first working date of my domestic helpers.

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

***I hereby declare that I have read and understood the attached "Points to Note" and the personal data provided here is complete and true.***

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

*Official Use*

*Received Date:*

*Employer Ref.:*

*Job Ref.:*

*CU*

*Location Code:*

*Referred LDH/date:*

*Date of follow-up/  
successful referral:*

**Insurance Policy for LDH(s):**  
 taking out own insurance policy

Taking out insurance via RSC: one off / 2-week

*Remarks:* \_\_\_\_\_

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# Vacancy Registration Form for Local Domestic Helpers

## Points to Note

### A. Points to Note

1. Before you fill in this form, you have to make sure that the person recruited for the 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 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](http://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 Integrated Scheme for Local Domestic Helpers (the Scheme) with the Employees' Compensation Ordinance, you are required to provide information about the insurance policy for your domestic helper(s) to your service centre on or before the successful referral is made, or the commencement date of his/her employment. If you fail to do so, the 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 service centres. This is to enable you to comply more readily with the Employees' Compensation Ordinance and safeguard both your and your domestic 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 newsletters or other relevant information from the ERB via email. To unsubscribe from these newsletters, please notify the Placement Services Section on 2311 8381.

### 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 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 domestic helper(s) to the relevant service centres of the Board, 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 service centres.

<b>Local Domestic Helper Salary Recommendation</b>			
Working Hours Per Day	Average Salary per Hour	Monthly Salary (base 5 working days per week / 22 working days per month)	Monthly Salary (base 6 working days per week / 26 working days per month)
2 hours	\$55-60	\$2500	\$2800-3100
3 hours	\$45.5-50	\$3000-3300	\$3500-3900
4 hours	\$40-42	\$3500-3700	\$4100-4300
5 hours	\$38	\$4200	\$5000
6 hours	\$34	\$4500	\$5300
7 hours	\$32.5	\$5000	\$5900
8 hours	\$32	\$5600	\$6600
9 hours	\$30.3	\$6000	\$7000
10 hours	\$28.6	\$6300	\$7400
11 hours or above	\$33	\$8000	\$9400

Remark : (1) Working hours should not be less than 2 hours per day.

(2) If working 2-3 days per week, \$50-55 (day time) & \$60-65 (night time) hourly rate is recommended.

(3) Salary for jobs related to postnatal care, elderly care or staying overnight may be different from the above salary range.

*The above salary is for reference only, actual salary will be determined mutually by employers and employees.*