



CODE: PMA057 (TCR)

NAME: RITA SUGIARTI

CANDIDATE STATUS

☒ First-timer

☐ Ex-abroad

NATIONALITY

INDONESIA

DATE OF BIRTH

04-04-2003

AGE

23

RELIGION

ISLAM

MARITAL STATUS

SINGLE MOTHER

HEIGHT

153CM

WEIGHT

60KG

EDUCATION

JUNIOR HIGH

PLACE OF ORIGIN

CIREBON

CURRENT LOCATION

CIREBON

Family Information

Husband/Live-in Status

-

Occupation

-

No. of Siblings

2

Position in Family

2

No. of Children

2

Children's Ages

2 Y/O

Language Proficiency

None Basic Good Fluent

English

☒ ☐ ☐ ☐

Bahasa Malaysia

☐ ☐ ☒ ☐

Mandarin

☒ ☐ ☐ ☐

Arabic

☒ ☐ ☐ ☐

Work Preference

RANK 1 TO 4 · 1 = MOST PREFERRED

Housework + children care

Housework + infants / toddlers care

Housework + elderly / disability care

Housework + bedridden care

Employment History

EMPLOYMENT 1

☒ Local ☐ Overseas

Completed Contract? ☒ Yes ☐ No

COUNTRY

Jakarta, Indonesia

TYPE OF HOUSE (e.g. condo, terrace, bungalow)

1-storey terrace

PERIOD (mm/yyyy to mm/yyyy)

2022 to 2024

NO. OF PEOPLE IN THE HOUSE

2 adults 1 children 1 maids

TOTAL DURATION

2 years months

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY

☒ Housework ☐ Newborn ☐ Elderly
☒ Cooking ☒ Childcare ☐ Bedridden

MAIN DUTIES

Take care of 3 y/o, play with kid, prepare food, send to school, sleep with child, cook, sweep, clean dishes, wash & iron cloth

EMPLOYMENT 2

☐ Local ☐ Overseas

Completed Contract? ☐ Yes ☐ No

COUNTRY

TYPE OF HOUSE (e.g. condo, terrace, bungalow)

PERIOD (mm/yyyy to mm/yyyy)

to

NO. OF PEOPLE IN THE HOUSE

adults children maids

TOTAL DURATION

years months

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY

☐ Housework ☐ Newborn ☐ Elderly
☐ Cooking ☐ Childcare ☐ Bedridden

MAIN DUTIES

EMPLOYMENT 3

☐ Local ☐ Overseas

Completed Contract? ☐ Yes ☐ No

COUNTRY

TYPE OF HOUSE (e.g. condo, terrace, bungalow)

PERIOD (mm/yyyy to mm/yyyy)

to

NO. OF PEOPLE IN THE HOUSE

adults children maids

TOTAL DURATION

years months

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY

☐ Housework ☐ Newborn ☐ Elderly
☐ Cooking ☐ Childcare ☐ Bedridden

MAIN DUTIES

EMPLOYMENT 4		☐ Local ☐ Overseas	Completed Contract? ☐ Yes ☐ No
COUNTRY 	TYPE OF HOUSE <i>(e.g. condo, terrace, bungalow)</i> 	WORK CATEGORY ☐ Housework ☐ Newborn ☐ Elderly ☐ Cooking ☐ Childcare ☐ Bedridden	
PERIOD (mm/yyyy to mm/yyyy) to	NO. OF PEOPLE IN THE HOUSE adults children maids	MAIN DUTIES 	
TOTAL DURATION years months	IF CONTRACT NOT COMPLETED, WHY? 		

EMPLOYMENT 5		☐ Local ☐ Overseas	Completed Contract? ☐ Yes ☐ No
COUNTRY 	TYPE OF HOUSE <i>(e.g. condo, terrace, bungalow)</i> 	WORK CATEGORY ☐ Housework ☐ Newborn ☐ Elderly ☐ Cooking ☐ Childcare ☐ Bedridden	
PERIOD (mm/yyyy to mm/yyyy) to	NO. OF PEOPLE IN THE HOUSE adults children maids	MAIN DUTIES 	
TOTAL DURATION years months	IF CONTRACT NOT COMPLETED, WHY? 		

Childcare Experience

TYPE / AGE GROUP	DUTIES PERFORMED
☒ Newborn (0–12 mths)	☒ Sharing room with child ☒ Diaper changing ☒ Dressing up
☒ Toddler (1–3 yrs)	☒ Bottle feeding ☒ Bathing ☒ Homework guidance
☐ Preschool (3–6 yrs)	☒ Spoon feeding ☒ Hair care/tying hair ☒ Night care
☐ School-age (6–12 yrs)	☒ Milk preparation ☒ School preparation ☒ Play /activities

Elderly & Disability Care Experience

TYPE / AGE GROUP	DUTIES PERFORMED
☐ Elderly companionship	☐ Sharing room with elderly ☐ Bathing ☐ Meal preparation
☐ Limited mobility	☐ Mobility assistance ☐ Dressing up ☐ Toileting help
☐ Dementia	☐ Transfer assistance ☐ Medication reminders ☐ Exercise/Walking
☐ Disable	☐ Feeding assistance ☐ Insulin injection ☐ Bedridden care

Cooking

Do you cook in your country?	☒ Yes ☐ No	What types of food can you cook?	☐ Filipino ☐ Chinese ☐ Western ☒ Indonesian ☐ Arabic ☐ Malay ☐ Indian ☐ Others: _____
Willing to cook for the members of your employer's household?	☒ Yes ☐ No	Any dietary restrictions?	☐ None ☒ No pork ☐ No beef ☐ Vegetarian ☐ Others: _____
Willing to handle and cook pork?	☒ Yes ☐ No		
How much do you like cooking?	☒ Very much ☐ Average ☐ Not much		

Pet Care

Are you a pet lover?	☒ Yes ☐ No	Pet tasks willing to do:	☒ Feeding ☒ Bathing / grooming ☒ Walking ☒ Cleaning waste / litter box
Comfortable caring for cats?	☒ Yes ☐ No	Are you afraid of dogs?	☐ No ☒ Yes, all dogs ☐ Big dogs only
Comfortable caring for dogs?	☐ Yes ☒ No		
Any allergy to animal fur?	☐ Yes ☒ No		

Specific Work Willingness

WILLINGNESS			WILLINGNESS			WILLINGNESS		
Cleaning	☒ Yes	☐ No	Newborn Care	☒ Yes	☐ No	Elderly Care	☒ Yes	☐ No
Laundry	☒ Yes	☐ No	Infant/Toddler Care	☒ Yes	☐ No	Bedridden Care	☒ Yes	☐ No
Ironing	☒ Yes	☐ No	Childcare	☒ Yes	☐ No	Disability Care	☒ Yes	☐ No
Cooking	☒ Yes	☐ No	Special Child Care	☒ Yes	☐ No	Dog Care	☐ Yes	☒ No
Handwash	☒ Yes	☐ No	Plant Watering	☒ Yes	☐ No	Cat Care	☒ Yes	☐ No

Day-Off & Cellphone Usage

*as per nationality guidelines

Work on rest day for extra pay?*	☒ Yes	☐ No	Follow employer's phone rules?	☒ Yes	☐ No
Willing to stay home on rest day?	☒ Yes	☐ No	Use phone after work hours only?*	☒ Yes	☐ No
Respect employer's privacy?	☒ Yes	☐ No	Use social media responsibly?	☒ Yes	☐ No

Work & Personal Readiness

Willing to complete the full 2-year contract?	☒ Yes	☐ No	Who will care for your children while you are away? (if applicable)	
Does your family support your decision to work overseas?	☒ Yes	☐ No	MY MOTHER	
Prepared to live away from your family for minimum 2 years?	☒ Yes	☐ No	What will you do when you feel homesick?	
Have you lived away from your family before?	☒ Yes	☐ No	I will call my family once a week.	
Comfortable working for a family of a different religion?	☒ Yes	☐ No		
Comfortable working with different religious practices?	☒ Yes	☐ No		
Comfortable adjusting religious activities to work schedule?	☒ Yes	☐ No		

Skills & Interests

SPECIAL SKILLS

HOBBIES / INTERESTS

What do you want to tell your future employer?



I promise to finish my contract for 2 years & extend my contract if needed.

Agency's Remarks

FOR OFFICE USE · COMPLETED BY INTERVIEWER

Additional Photos



Family & Connections in Malaysia

AS DECLARED BY THE APPLICANT

	Y	N	REMARKS
Any relative or family member currently in Malaysia?	☐	☒	
Anyone else you know currently in Malaysia?	☐	☒	
Has any relative of yours worked in Malaysia before?	☐	☒	

Medical History Declaration

HAVE YOU EVER HAD, OR DO YOU NOW HAVE:

	Y	N	REMARKS		Y	N	REMARKS
Short / long sightedness	☐	☒		Tuberculosis (TB)	☐	☒	
High blood pressure	☐	☒		Hepatitis	☐	☒	
Diabetes	☐	☒		Skin disease / persistent rash	☐	☒	
Heart disease	☐	☒		Back, joint or muscle problems	☐	☒	
Gastric	☐	☒		Motion sickness / car sickness	☐	☒	
Thyroid	☐	☒		Allergies (food, medicine, animals)	☐	☒	
Hemorrhoids	☐	☒		Other illness / regular medication	☐	☒	
Asthma or breathing problems	☐	☒					

Lifestyle, Diet & Body Markings

Do you smoke?	☐ Yes, now	☐ Yes, used to	☒ Never
Do you vape?	☐ Yes, now	☐ Yes, used to	☒ Never
Do you drink alcohol?	☐ Yes, now	☐ Yes, used to	☒ Never
Any tattoo?	☐ Y ☒ N	<i>location / size / visible in short sleeves?</i>	
Any food you cannot eat or handle?			

Dental

Braces / retainer?	☐ Yes, now	☐ Yes, used to	☒ Never	If yes, removal date:
Any dental issues?	☐ Yes, now	☐ Yes, used to	☒ Never	

Operations & Hospitalisation

☒ No, I have never had an operation / been hospitalised
☐ Yes, details below <i>type of operation / reason · year · hospital & country · fully recovered? ongoing effects?</i>

Reproductive Health

Using any contraception?	☐ Yes, now	☐ Yes, used to	☒ Never	<i>type; if implant / IUD, date inserted & due</i>
Any menstrual problem?	☐ Yes, now	☐ Yes, used to	☒ Never	<i>heavy bleeding / severe pain / irregular cycles</i>

Financial & Debt Declaration

	Y	N	REMARKS
Any outstanding personal loans or debts?	☐	☒	
Any outstanding bank loans or debts?	☐	☒	

Declaration Status

VERIFIED AT INTERVIEW

☒ Applicant declares she is applying voluntarily (not forced, threatened or deceived)

Information as declared by the applicant in the Applicant Declaration & Consent Form. Medical fitness is confirmed by FOMEMA screening after arrival in Malaysia.