INNOVEDGE Group

Maid For You, Made Easy

Agensi Pekerjaan INNOVEDGE Sdn. Bhd. · Agensi Pekerjaan INTAN JAYA Sdn. Bhd. · Agensi Pekerjaan TC Resources Sdn. Bhd.



CODE: CGM062(IN)

NAME: Novia

CANDIDATE STATUS
- ☐ First-timer
- ☐ Ex-abroad

NATIONALITY	DATE OF BIRTH	AGE	RELIGION	MARITAL STATUS
indonesian	10/05/1998	28	muslim	single

HEIGHT	WEIGHT	EDUCATION	PLACE OF ORIGIN	CURRENT LOCATION
157	47	SENIOR HIGH	cirebon	cirebon

Family Information

Husband/Live-in Status	Occupation
No. of Siblings	**Position in Family**
2	2
No. of Children	**Children's Ages**

Language Proficiency

	None	Basic	Good	Fluent
English	☑	☐	☐	☐
Bahasa Malaysia	☐	☑	☐	☐
Mandarin	☑	☐	☐	☐
Arabic	☑	☐	☐	☐

Work Preference

RANK 1 TO 4 · 1 = MOST PREFERRED

1	Housework + children care
1	Housework + infants / toddlers care
1	Housework + elderly / disability care
1	Housework + bedridden care

Employment History

EMPLOYMENT 1

☑ Local ☐ Overseas — Completed Contract? ☑ Yes ☐ No

COUNTRY: Cirebon

PERIOD (mm/yyyy to mm/yyyy): 07/2023 to 07/2026

TOTAL DURATION: 3 years ____ months

TYPE OF HOUSE *(e.g. condo, terrace, bungalow)*: 1 storey terrace

NO. OF PEOPLE IN THE HOUSE: 2 adults 1 children ____ maids

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY
- ☑ Housework ☐ Newborn ☐ Elderly
- ☑ Cooking ☑ Childcare ☐ Bedridden

MAIN DUTIES
Cleaning the house, washing clothes, ironing clothes, preparemeals for the family, and take 1 year old toddler

EMPLOYMENT 2

☐ Local ☐ Overseas — Completed Contract? ☐ Yes ☐ No

COUNTRY

PERIOD (mm/yyyy to mm/yyyy): ____ to ____

TOTAL DURATION: ____ years ____ months

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

NO. OF PEOPLE IN THE HOUSE: ____ adults ____ children ____ maids

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY
- ☐ Housework ☐ Newborn ☐ Elderly
- ☐ Cooking ☐ Childcare ☐ Bedridden

MAIN DUTIES

EMPLOYMENT 3

☐ Local ☐ Overseas — Completed Contract? ☐ Yes ☐ No

COUNTRY

PERIOD (mm/yyyy to mm/yyyy): ____ to ____

TOTAL DURATION: ____ years ____ months

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

NO. OF PEOPLE IN THE HOUSE: ____ adults ____ children ____ maids

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY
- ☐ Housework ☐ Newborn ☐ Elderly
- ☐ Cooking ☐ Childcare ☐ Bedridden

MAIN DUTIES

EMPLOYMENT 4

☐ Local ☐ Overseas

Completed Contract? ☐ Yes ☐ No

COUNTRY

PERIOD (mm/yyyy to mm/yyyy)

to

TOTAL DURATION

years months

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

NO. OF PEOPLE IN THE HOUSE

adults children maids

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY

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

MAIN DUTIES

EMPLOYMENT 5

☐ Local ☐ Overseas

Completed Contract? ☐ Yes ☐ No

COUNTRY

PERIOD (mm/yyyy to mm/yyyy)

to

TOTAL DURATION

years months

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

NO. OF PEOPLE IN THE HOUSE

adults children maids

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY

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

MAIN DUTIES

Childcare Experience

TYPE / AGE GROUP

- ☐ Newborn (0–12 mths)
- ☑ Toddler (1–3 yrs)
- ☐ Preschool (3–6 yrs)
- ☐ School-age (6–12 yrs)

DUTIES PERFORMED

- ☐ Sharing room with child
- ☑ Bottle feeding
- ☐ Spoon feeding
- ☑ Milk preparation
- ☑ Diaper changing
- ☑ Bathing
- ☑ Hair care/tying hair
- ☐ School preparation
- ☐ Dressing up
- ☐ Homework guidance
- ☐ Night care
- ☐ Play /activities

Elderly & Disability Care Experience

TYPE / AGE GROUP

- ☐ Elderly companionship
- ☐ Limited mobility
- ☐ Dementia
- ☐ Disable

DUTIES PERFORMED

- ☐ Sharing room with elderly
- ☐ Mobility assistance
- ☐ Transfer assistance
- ☐ Feeding assistance
- ☐ Bathing
- ☐ Dressing up
- ☐ Medication reminders
- ☐ Insulin injection
- ☐ Meal preparation
- ☐ Toileting help
- ☐ Exercise/Walking
- ☐ Bedridden care

Cooking

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

Pet Care

Are you a pet lover?	☑ Yes	☐ No	Pet tasks willing to do:	☑ Feeding	☑ Bathing / grooming
Comfortable caring for cats?	☑ Yes	☐ No		☑ Walking	☑ Cleaning waste / litter box
Comfortable caring for dogs?	☑ Yes	☐ No	Are you afraid of dogs?	☑ No	☐ Yes, all dogs ☐ Big dogs only
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
Does your family support your decision to work overseas?	☑ Yes ☐ No
Prepared to live away from your family for minimum 2 years?	☑ Yes ☐ No
Have you lived away from your family before?	☐ Yes ☑ No
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

Who will care for your children while you are away? (if applicable)

-

What will you do when you feel homesick?

i will ask permission to call my family

Skills & Interests

SPECIAL SKILLS -

HOBBIES / INTERESTS cooking

What do you want to tell your future employer?



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 *location / size / visible in short sleeves?*

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 *type of operation / reason · year · hospital & country · fully recovered? ongoing effects?*

Reproductive Health

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

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.