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: GP-APIS-733

NAME: JINGJING DULNUAN

CANDIDATE STATUS
- [ ] First-timer
- [x] Ex-abroad

NATIONALITY	DATE OF BIRTH	AGE	RELIGION	MARITAL STATUS
Filipino	27 Mar 1993	33 y.o	Christian	Single mother

HEIGHT	WEIGHT	EDUCATION	PLACE OF ORIGIN	CURRENT LOCATION
154 cm	60 kg	HS Graduate	Ifugao	Makati

Family Information

Husband/Live-in Status	Occupation
Live-in	Security Guard
No. of Siblings	**Position in Family**
9	6th
No. of Children	**Children's Ages**
2	4, 2 y.o

Language Proficiency

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

Work Preference

RANK 1 TO 4 · 1 = MOST PREFERRED

1	Housework + children care
2	Housework + infants / toddlers care
3	Housework + elderly / disability care
4	Housework + bedridden care

Employment History

EMPLOYMENT 1

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

COUNTRY: Philippines

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

TOTAL DURATION: 3 years ___ months

TYPE OF HOUSE *(e.g. condo, terrace, bungalow)*: 5 Storey

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

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY
- [x] Housework [ ] Newborn [ ] Elderly
- [ ] Cooking [ ] Childcare [ ] Bedridden

MAIN DUTIES: Caretaker: Cleaning common areas & hallways

EMPLOYMENT 2

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

COUNTRY: Saudi Arabia

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

TOTAL DURATION: ___ years 2 months

TYPE OF HOUSE *(e.g. condo, terrace, bungalow)*: 3 Storey

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

IF CONTRACT NOT COMPLETED, WHY? Delayed Salary

WORK CATEGORY
- [x] Housework [ ] Newborn [ ] Elderly
- [x] Cooking [x] Childcare [ ] Bedridden

MAIN DUTIES: General housework, cooking, children care (6 & 3y.o)

EMPLOYMENT 3

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

COUNTRY: Malaysia

PERIOD (mm/yyyy to mm/yyyy): 2019 to 2021

TOTAL DURATION: 2 years ___ months

TYPE OF HOUSE *(e.g. condo, terrace, bungalow)*: 2 Storey

NO. OF PEOPLE IN THE HOUSE: 2 adults 3 children 1 maids

IF CONTRACT NOT COMPLETED, WHY?

WORK CATEGORY
- [x] Housework [ ] Newborn [ ] Elderly
- [x] Cooking [x] Childcare [ ] Bedridden

MAIN DUTIES: General housework, cooking, children care (15, 12, & 6 y.o), gardening, carwash

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 ☐ Indonesian ☐ Arabic ☐ Malay ☐ Indian ☐ Others:	
Willing to cook for the members of your employer's household?	☑ Yes	☐ No			
Willing to handle and cook pork?	☑ Yes	☐ No	Any dietary restrictions?	☑ None ☐ No pork ☐ No beef ☐ Vegetarian ☐ Others:	
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
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)

My mother & my sister

What will you do when you feel homesick?

Make myself busy

Skills & Interests

SPECIAL SKILLS: Cooking

HOBBIES / INTERESTS: Reading books

What do you want to tell your future employer?

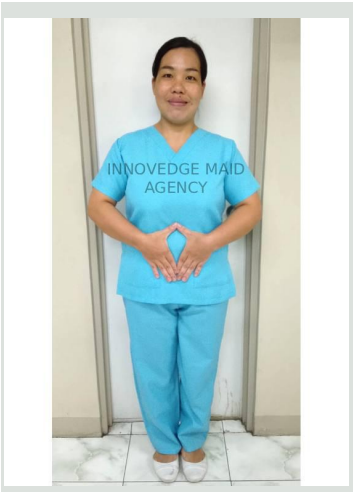


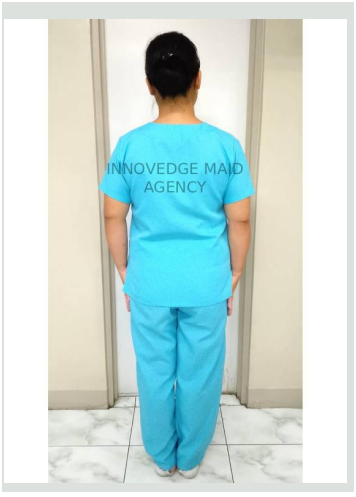
I will perform my duties properly and responsibly and i promise to complete my two year contract. Be honest and always have patience

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

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.