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: IN-MM-842

NAME: MARLET GARCIA

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

NATIONALITY	DATE OF BIRTH	AGE	RELIGION	MARITAL STATUS
Filipino	19 Mar 1995	31	Catholic	Single mother

HEIGHT	WEIGHT	EDUCATION	PLACE OF ORIGIN	CURRENT LOCATION
156	57	HS Graduate	Pangasinan	Taguig City

Family Information

Husband/Live-in Status	Occupation
Live in	Cashier
No. of Siblings	**Position in Family**
9	7th
No. of Children	**Children's Ages**
3	10, 8, 5

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: KUWAIT

PERIOD (mm/yyyy to mm/yyyy): 2022 to 2024

TOTAL DURATION: 2 years 0 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 (16, 5 & 3y.o)

EMPLOYMENT 2

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

COUNTRY: PASIG CITY PHILIPPINES

PERIOD (mm/yyyy to mm/yyyy): 2019 to 2022

TOTAL DURATION: 2 years months

TYPE OF HOUSE *(e.g. condo, terrace, bungalow)*: 4 STOREY

NO. OF PEOPLE IN THE HOUSE: 2 adults 2 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 (5 & 3 y.o)

EMPLOYMENT 3

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

COUNTRY: MUNTINLUPA, PHILIPPINES

PERIOD (mm/yyyy to mm/yyyy): 2017 to 2018

TOTAL DURATION: 1 years 0 months

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

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

IF CONTRACT NOT COMPLETED, WHY? Misunderstanding with coworker

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

MAIN DUTIES: General housework, cooking, childcare (5y.o

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)

MY HUSBAND

What will you do when you feel homesick?

MY DAUGTHER

Skills & Interests

SPECIAL SKILLS

HOBBIES / INTERESTS

What do you want to tell your future employer?



To my future employer, i hope you hire me because i am a hardworking person

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.