

DIRECT/NAME HIRE PROCESS
Form B

Philippine Consulate General
PHILIPPINE OVERSEAS LABOR OFFICE
 Hong Kong, SAR
 EMPLOYER'S INFORMATION SHEET

Please **COMPLETE** this form in **BLOCK LETTERS**. Indicate your choice by **CHECKING** the appropriate box .

HK ID No. _____ () Employment Contract No. _____

Mr. Mrs. Ms. _____

LAST NAME FIRST NAME MIDDLE NAME

Age: _____ Civil Status: Single Married Widow/er

Sex: Female Male Nationality: _____ Religion: _____

Language Spoken: Filipino English Cantonese French Others _____

Home Address in Hong Kong: _____

Tel. No./s: Residence _____ Office _____ Mobile No. _____ Email Add: _____

Name of Would-Be Domestic Helper: Mr. Ms. _____

If Employed:

Name of Employer/Company: _____ Position: _____
 Monthly Salary/Allowance: _____ Annual Income Tax: _____

Owned Business:

Business Name: _____ Nature of Business: _____
 Monthly Income: _____ Location of Business: _____

If Self-Employed/Retiree:

Source of Income: _____ Amount of Bank Deposit: _____

I hereby declare that the above information is true and correct to the best of my knowledge.

_____ Date

_____ Signature

These are the only employers who could avail of the Direct/Name Hire Program:
 Please check the appropriate category where you fall.

- 1. Employers who are immediate members of the family of Heads of State/Government;
- 2. Employers who are Ministers, Deputy Ministers and other Senior Government Officials of the host country;
- 3. Employers who are Senior Officials of the Diplomatic Corps and duly recognized international organizations;
- 4. Employers residing in countries where Foreign Placement Agencies do not operate;
- 5. Employers who are assigned or re-assigned to Hong Kong, SAR from other countries and who will bring with them their Filipino household workers; (submit proof of previous employment contract);
- 6. Filipino employers who are residents of Hong Kong, SAR who will employ their household workers in Philippines; (submit notarized Barangay Certificate and other documents to prove the employer-employee relationship)
- 7. Employers who wish to re-employ their former Filipino household workers who have left Hong Kong, SAR and stayed in the Philippines for some time; and
- 8. Employers who will employ those Filipino household workers who have had previous employment in Hong Kong to include those workers who had been terminated and had left Hong Kong.

In whatever category the employer falls, he/she must not have been convicted by the High Court of an offense committed against foreign domestic helpers.

WARNING: Employment Contract will not be processed if this information sheet is not fully answered and all the required documents submitted.