



Association of Employment Agencies (Singapore)

9 Jalan Kukoh #03-77 Singapore 160009
Tel: 6836 2618 Fax: 6836 2690
Website: <http://aeas.org.sg> Email: aeas.org@gmail.com

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Dear Accredited Members,

NEW ACCREDITATION REQUIREMENT: STANDARDISED BIO-DATA FOR FOREIGN DOMESTIC WORKERS (FDWs)

In compliance with the Ministry of Manpower's initiatives, AEA(S) and CaseTrust, in consultation with the Ministry, have developed the standard FDW bio-data template for the industry.

This standard template will allow employers to better compare bio-data received from different agencies and ensure that there is sufficient information available for employers to find the most suitable FDW.

The 2 Accreditation Bodies have decided to initially launch this standard bio-data as a pilot scheme. We hope to receive your comments and inputs as there will be a final review of this template with the Ministry, sometime in August 2010.

The implementation timeline is attached for your information.

Evelyn Teo
Chairman
Accreditation Subcommittee

BIO-DATA OF FOREIGN DOMESTIC WORKER (FDW)

(A) Personal Information (To be completed by FDW)

1. Name: _____

2. Age: _____

3. Nationality: _____

4. Date & place of birth: _____

5. Height & weight: _____

6. Residential address in home country: _____

7. Religion: _____

8. Education level: _____

9. Marital status: _____

- If married, state husband's age and occupation: _____

10. Number of children: _____

- Age(s) of children (if any): _____

11. Father's age & occupation: _____

12. Mother's age & occupation: _____

13. Number of siblings: _____ brothers and _____ sisters. I am the _____ child in the family.

14. Allergies (if any): _____

15. Past and existing major illnesses (including persistent illnesses and illnesses that require constant medication): _____

16. I cannot eat the following type(s) of food: _____

17. I cannot handle the following type(s) of food: _____

18. I would like to be given _____ rest day(s) per month. I am willing/not willing* to work on my rest day (and be compensated for it) (*delete where applicable).

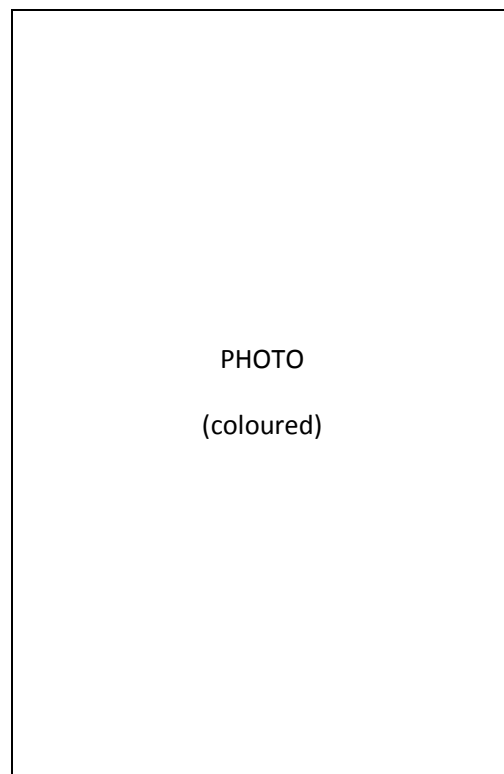


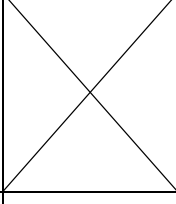
PHOTO
(coloured)

19. Others: _____

(B) Information on Skills

20. (To be completed by EA) Assessment of skills was/was not* conducted (*delete where applicable). If assessment of skills was conducted, please state the method of assessment:

To be completed by FDW			To be completed by EA if assessment of skills was conducted
Skill	Willingness Yes/No	Experience Yes/No If yes, state the number of years	Assessment by EA On the following scale, please rate the FDW PoorExcellent 1 2 3 4 5 Please state additional remarks, if any.
Taking care of babies (below 1 year old)			
Taking care of children Ages: _____			
Taking care of elderly persons Ages: _____			
Taking care of persons with special needs Please specify: _____			

<p>Taking care of pets</p> <p>Please specify:</p> <p>_____</p>			
<p>General housework</p>			
<p>Gardening</p>			
<p>Cooking</p> <p>Please specify cuisines:</p> <p>_____</p>			
<p>Language abilities</p> <p>Please specify:</p> <p>_____</p>			
<p>Other skills, if any</p> <p>Please specify:</p> <p>_____</p>			

(C) Employment History (To be completed by EA)

Date		Country	Employer	Work Duties	Remarks
From	To				

References from previous employers (if any): _____

Contact details of previous employers (to be included only with consent from ex-employer):

(D) Declaration

Declaration by FDW

I hereby declare that the information I have provided, where indicated, is true and correct.

Signature of FDW:

Date:

Declaration by EA

I hereby declare that the information provided by my EA, where indicated, is true and correct.

Name and signature of EA staff:

Date: