

FORM 4 : NEW DOMESTIC WORKER ID



**APPLICATION No. :**

**DATE:**

**CATEGORY :** MAID SERVANT / RESIDENT DOMESTIC SERVANT / COOK /  
DRIVER /CAR WASHER / INTERIOR WORKER /OTHERS SPECIFY

**RESIDENTS STATUS:** Owner / Tenant (TICK ONE)

1. NAME OF THE RESIDENT :
2. BLOCK & FLAT No. :
3. NAME OF THE EMPLOYEE :
4. MALE / FEMALE :
5. DATE OF BIRTH / AGE :
6. PRESENT ADDRESS :

7. WORKING FLAT No. :

8. WORKING HOURS :

9. REFERENCE : 1.

2.

Whether previously was an employee at VGN Brixton

Resident Name:

Flat No. :

Signature of the Employee

Authorized Signatory

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1. Two Photographs (One Passport Size and One Stamp Size Photo).
2. All columns in the application form should be completed / ticked.
3. Id & current address proof. For Address Proof, Applicant to submit either copy of ration card or Election Card, Driver to also enclose a copy of Driving License.
4. No objection letter from the resident.
5. Finger Prints of all 10 fingers.

### **RULES TO BE ADHERED BY ALL EMPLOYEES:**

1. First issue of ID Card cost Rs. 50/- (Rupees Fifty only)
2. Applicant (hereinafter referred as service provider) should be aged above 18 years.
3. If the applicant is found to have any criminal record or any undesirable records/reports/complaints, the ID card will be confiscated and service of the applicant will be terminated immediately.
4. The service provider will provide all required details to make entries in the register maintained at the main security gate.
5. Thereafter the service provider will provide all required details at respective blocks to record in the register where he/she provides service, lodge their ID card with the security and collect the ID while leaving the block.
6. The service provider when entering the complex and moving within the complex will prominently display the ID card.
7. Timing for working will be as per Employers requirement.
8. Drivers will remain in Employer's Flat or Employer's Vehicle Security will restrict movement of drivers.
9. No Service Provider will loiter with in the common Area / Basement without valid reason. Security will ask such person/s to leave the premises immediately.
10. No Service Provider will bring his or her children in to the complex for any reason whatsoever. If found, security will not allow the service provider to enter the complex.
11. Smoking, Consumption of Alcohol, pan chewing, spitting defacing any surface in any area is STRICTLY PROHIBITED. Fine as imposed will be collected from offender/s and also will be subject to disciplinary action.
12. Any Employee found indulging in theft, damaging any property in the complex found misbehaving or indulging in any altercation within the complex will be terminated Immediately, without any notice and assigning any reason, whatsoever.
13. SPEED LIMIT for driving any where in the complex including basement is maximum 15 Kmps. Any driver found violating the same will be dealt with according to the rules.
14. Re-issue of ID card for any reason will be only against receipt of written explanation approved by the employer. A charge of Rs. 50/- will be collected for all duplicate ID Cards.

Signature of Employee

Signature of Resident

Flat No. :