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|  Annexure-I**Application for Recruitment of a Female Household Service Worker (FHSW)** |

 **Embassy of India**

 **Baghdad**

 I wish to recruit and employ an Indian national, whose details are given below, as a Female Household Service Worker. Permission for the same may please be granted to me.

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| **I** | **Details of Employer** |
| a) | Name  |
| b) | Nationality  | Profession & Office Address | Office Tel. No.  |
| c) | Local Residential Address  | Res. Tel. No. Mobile No.  |
| d) | Annual Income in Iraqi Dinars (Attach salary certificate / copy of trade license)  |  |
| e) | Marital Status  | Name of Wife  | No. of Children  |
| **II** | If the employer in the past had employed or at present has any Indian maidservant working for him/her, please give the details thereof: a. Name & Passport Details of the Maidservant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_b. Duration of employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  c. Reasons for termination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  d. Any other relevant information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **III** | **Details of the Female Household Service Worker proposed to be Recruited** |
| a) | Name  |
| b) | Father’s / Husband's name | c) Date of Birth  |
| d) | Passport No  | Place of Issue | Date of Issue  |
| e) | Address in India  | Contact Tel. No. in India |
| f) | Entry Permit No.  | Date of Issue  | Place of Issue  |
| **IV** | Place of Work  | Telephone No.  |
| **V** | Salary Proposed to be paid, in IQD (apart from free food & accommodation) |
| **VI** | How did the employer first come to know / contact the maidservant? (If through a Recruiting Agent or any other person, please give name, address and telephone no. of the agent or the person) |
| **VII** | Name, address and telephone number of the Indian national who is standing guarantee for the good treatment of the FHSW by the employer |  |
|   Signature of Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Baghdad P.O. Box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Iraq \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_P |

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| Please Note : |
| 1. | ***FHSW below 30******years of age is NOT allowed to be employed under any circumstance.*** |
| 2. | The employer shall promptly intimate any change(s) in place of work to the Embassy. |
| 3. | Embassy may, if necessary, contact the FHSW directly. |
| 4. | Within two weeks of the arrival of the FHSW, the employer should bring her to Embassy for Registration. |
| 5. | For claiming refund of the Security Deposit, the employer is required bring the FHSW to the Embassy in person before her final departure to India.  |
|  | Please attach following documents with the Application : |
|  | 1. Photocopies of the Passports of Employer, FHSW & Indian Guarantor.
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|  | 1. Embassy Permit Form (Annexure II) – 3 copies.
2. Original Individual Employment Contract (Annexure-III) duly attested by the **Notary Public**, Ministry of Justice & Ministry of Foreign Affairs of Iraq and a photocopy.
3. Authorisation for completion of Emigration Formalities (Annexure-IV) – 2 copies
4. Undertaking by the Employer (Annexure V).
5. Undertaking/Guarantee from an Indian national for the good treatment of the FHSW (for employers other than Iraqi nationals) (Annexure VI).
6. Acceptance of Conditions for Refund of Security Deposit (Annexure-VIII).
7. Original Employment Visa and two photocopies.
8. Photocopy of the passport of the FHSW.
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