

ර්‍යායල් ශ්‍රී ලංකා සාන්තුසේවක ගුමික ව්‍යාපෘතිය

උපදෙස්පත්‍රිකාව

- පහත සඳහන් උපදෙස් අනුව ඔබට ලබා දී ඇති අයදුම්පත්‍රය පැහැදිලි අන් අකුරින් පුරවන්න.
- එක් කොටුවක් තුළ එක් අකුරක් වන ලෙස ලබා දී ඇති කොටු වල පමණක් පුරවන්න.
- කොටස් වෙන් කිරීමේදී එක් කොටුවක් හිස්ව තබන්න.

01	Last Name	අයදුම්කරුගේ ගුවන් ගමන් බලපත්‍රයේ සඳහන් වාසගම කොටු තුළ සඳහන් කරන්න.
02	First Name	අයදුම්කරුගේ ගුවන් ගමන් බලපත්‍රයේ සඳහන් වෙනත් තම වලට අදාළ ලබා දී ඇති තම කොටු තුළ සඳහන් කරන්න.
03	Previous 1 Last Name	පලමුවරට අයදුම්කරුගේ උප්පැන්න සහතිකයේ තමෙහි වාසගමේ වෙනසක් සිදු කළේ තම පමණක් එම වෙනස් කරන ලද වාසගම සඳහන් කරන්න.
04	Previous 1 First Name	පලමුවරට අයදුම්කරුගේ උප්පැන්න සහතිකයේ තම වෙනස් කළේ තම පමණක් එම වෙනස් කරන ලද තම සඳහන් කරන්න.
05	Previous 2 Last Name	දෙවනවරට අයදුම්කරුගේ උප්පැන්න සහතිකයේ තමෙහි වාසගමේ වෙනසක් සිදු කළේ තම පමණක් එම වෙනස් කරන ලද වාසගම සඳහන් කරන්න.
06	Previous 2 First Name	දෙවනවරට අයදුම්කරුගේ උප්පැන්න සහතිකයේ තම වෙනස් කළේ තම පමණක් එම වෙනස් කරන ලද තම සඳහන් කරන්න.
07	Previous 3 Last Name	තෙවනවරට අයදුම්කරුගේ උප්පැන්න සහතිකයේ තමෙහි වාසගමේ වෙනසක් සිදු කළේ තම පමණක් එම වෙනස් කරන ලද වාසගම සඳහන් කරන්න.
08	Previous 3 First Name	තෙවනවරට අයදුම්කරුගේ උප්පැන්න සහතිකයේ තම වෙනස් කළේ තම පමණක් එම වෙනස් කරන ලද තම සඳහන් කරන්න.
09	Father's Name	පියාගේ සම්පූර්ණ තම සඳහන් කරන්න.
10	Date of Birth	අයදුම්කරුගේ උපන්දිනය ලබා දී ඇති ආකෘතියට අදාළව සඳහන් කරන්න.(dd/mm/yyyy)
11	ID Number	අයදුම්කරුගේ ජාතික හැඳුනුම්පත් අංකය සඳහන් කරන්න.
12	Gender	අයදුම්කරුගේ ජ්‍යෙෂ්ඨ / පුරුෂ භාවය අනුව “V” ලකුණ යොදන්න.
13	Marital Status	අයදුම්කරුගේ විවාහක / අවිවාහක බවට අදාළව “V” ලකුණ යොදන්න.
14	Passport No	අයදුම්කරුගේ ගුවන් ගමන් බලපත්‍ර අංකය සඳහන් කරන්න.
15	Partner ID No	සහකරු / සහකාරියගේ ජාතික හැඳුනුම්පත් අංකය සඳහන් කරන්න.
16	Partner Passport No	සහකරු / සහකාරියගේ ගුවන් ගමන් බලපත්‍ර අංකය සඳහන් කරන්න.
17	Partner Last Name	සහකරු / සහකාරියගේ ගුවන් ගමන් බලපත්‍රයේ සඳහන් වාසගම ලබා දී ඇති කොටු තුළ සඳහන් කරන්න.
18	Partner First Name	සහකරු / සහකාරියගේ ගුවන් ගමන් බලපත්‍රයේ සඳහන් වෙනත් තම වලට අදාළ ලබා දී ඇති තම ලබා දී ඇති කොටු තුළ සඳහන් කරන්න.
19	Partner Date of Birth	සහකරු / සහකාරියගේ උපන්දිනය ලබා දී ඇති ආකෘතියට අදාළව සඳහන් කරන්න.(dd/mm/yyyy)
20	Notes	වෙනත් විස්තර ඇත්තම සඳහන් කරන්න.

සහායතා - ශ්‍රී ලංකා විදේශ සේවා නියුක්ති කාර්යාලය
එන්තර් සවියට මෙන්තර අත්වැල

**Please fill the application after reading and understanding explanatory
note of this agreement**

Announcement of Job Vacancies for
Home Based Caregivers in Israel

- 1. Position:** Home Based Caregiver
- 2. General job description:** provide diligent and skilled care giving assistance to Persons with Disabilities, including elderly disabled persons in Israel (hereinafter: PWD's) in order to assist the PWD in carrying out activities of daily living including household management, as reasonably required for the personal needs of the PWD, such as dressing, bathing and cleaning, toileting and/or diapering, food preparation, cooking, eating, feeding and cleanup, giving prescribed medications, supervision, lifting, transferring, cleaning of PWD living quarters, purchases, laundry and accompanying the PWD outside the home, as well as any special duties are required in order to take care of the PWD, as will be set out in Annex A to the Standard Employment Contract (hereinafter: SEC) see link https://www.gov.il/BlobFolder/generalpage/foreign_workers_application_forms/he/patient_employment_a.pdf https://www.gov.il/BlobFolder/generalpage/foreign_workers_application_forms/he/family_employment_b.pdf , and as per instructions given to the Caregiver by the Employer or his representative, Please note that there are 2 versions of the SEC on the above link – version one for cases in which the PWD is himself the employer of the Caregiver, and the second for cases in which a family member or legal representative of the PWD will be the official employer of the Caregiver. In both cases the Caregiver's duties will be to care for the PWD and the Caregiver will live in the PWD's home.
- 3. General working and living conditions** –Working conditions will be as set out in SEC (see above link The regular workplace and living quarters will be at the PWD's residence.). **Hereinafter is a general description of some of the relevant conditions. As set out in the SEC, the following description is subject to the language of the relevant laws and procedures in force in Israel at the time of employment, as set out in the SEC , and in case of a discrepancy the wording of the laws/procedures/SEC will prevail.**
- 4. Work Week** - The regular work week of the Caregiver will be six (6) days a week, and the Caregiver agrees to be available to care for the Employer throughout the work week, as a live-in caregiver, provided that the Caregiver is given reasonable breaks from active work for relaxation, personal needs, and sleep.
- 5. Estimated minimum salary**

a. Gross Monthly Minimum Wage – before permitted legal deductions 5300 NIS (5300 New Israeli Shekels which is approximately 1630 USD at the June 2021 exchange rate of 3.25 NIS to 1 USD).

b. Deductions from salary - From the above gross salary the employer will deduct monthly sums as follows (approximate): caregiver's contribution to private medical insurance-143NIS, caregiver's contribution for housing, property tax, water electricity provided by employer – up to 564NIS(this sum varies according to the area of Israel in which the PWD resides and whether the PWD owns or rents his home--, please see details in SEC addendum and/or Rights Booklet).Market cost of food if food is provided to the Caregiver in the workplace (approximately 10% of gross salary) and any sum owed by the Caregiver to the Employer if agreed in writing in a language the Caregiver understands, up to a maximum of 25% of the monthly wage monthly.

6. The Caregiver will be responsible for all his expenses in Israel, including but not limited to: food not provided as above in the workplace, toiletries, telephone, clothing, cable Tv if he desires such, internet, travel, changing and/or transferring salary paid in NIS abroad in USD or other currency, etc. Please be aware that the cost of living in Israel is high

7. Other benefits- as set out in SEC attached.

8. Qualifications and other preconditions for inclusion of applicants in the roster;

- i. They are between 25-45 years of age.
- ii. They are at least 1.5 meters tall and weigh at least 45 kg.
- iii. They have successfully completed a practical nursing training course of at least eleven months duration, recognized by relevant Sri Lankan Authorities and they are recognized by relevant Sri Lankan Authorities as practical nurses or
- iv. They have successfully completed the SLBFE NVQ Level III training for caregivers of at least 45 days and have received a National Certificate signed by SLBFE.
- v. They have SLBFE certification, proving intermediate level English language skills.
- vi. They have successfully completed at least 10 years of schooling.
- vii. They have never previously worked in Israel.
- viii. They do not have a spouse, parents or children currently working or residing in Israel.
- ix. They are physically and mentally healthy, do not suffer from diseases or from chronic medical conditions including (but not limited to) tuberculosis, hepatitis, syphilis, gonorrhea, and AIDS; and are capable of performing difficult care giving work in Israel including heavy lifting and do not have any history of drug or alcohol abuse.
- x. They have no criminal record.
- xi. They have Sri Lankan citizenship.
- xii. They fulfill any other relevant criteria as requested by PIBA.

9. Estimated costs associated with the recruitment and employment of the Caregiver:

- Please see the estimate cost for recruitment:
- Payers will receive receipts or confirmations for each service
- The sums mentioned are the maximum sums which may be endered from the body providing such service.

Content	Cost	Remarks and Clarifications
	US Dollar (USD)*	
SLBFE Registration	101.90	
Medical Examination Fee	85.70	
Fee for Police Report	5.713	
Passport Issuance Fee	20	One day service LKR. 15,000.00
Visa fee	30	Fee for services rendered by the Visa Service company.
SLBFE NVQ level II course	257.07	
SLBFE Processing fee	428.45	
Pre-Departure Orientation		A Pre-Departure Orientation will be carried out by SLBFE and will be free of charge.
Flight expenses (one way)	571.30	It depends on the various market costs.
Recorded Uploaded Video Interview Costs	30	If carried out by a nonprofit body on behalf of PIBA.
Fee for basket of services to be received by the caregiver throughout his permitted stay in Israel		<ul style="list-style-type: none"> ▪ A sum to be set out in Israeli regulations (by the Israeli Minister of Labour) which may be updated periodically as set out in legislation. ▪ This sum is to be collected either by a bank transfer or bank check- as will be set out in legislation. ▪ The basket of services will include <i>inter alia</i>, the following: social work visits and evaluation at least twice a year (three times during the first year), assistance in solving problems in the workplace, providing placement with alternate employment,

		yearly assistance in visa extension, help and advice in case of illness etc.
Total Amount	1530.13 US \$	

- **Expenditure shown in US Dollars is charged in Sri Lankan Rupees at the current exchange rate.**
- i. There will be no recruitment fees collected from the applicants at any stage of the recruitment process. Nonetheless, in the future and subject to legislation in Israel, the Caregivers may be required to pay a service fee to Placement Agencies in Israel who will be required to provide a Basket of Services to the Caregivers after their arrival in Israel and throughout their stay. **If such service fee is passed into law, PIBA and SLBFE will publicize the details of the fee and the supervised payment method.** Beware of unauthorized agents who may request illegal fees or who promise to arrange work in Israel. No third party can promise work in Israel and the caregivers who will arrive in Israel will only be those qualified applicants who are randomly chosen by PIBA from the final database (no more than 75% of the applicants in the final roster). Please note that approximately 90% of the chosen applicants will be female and only approximately 10% will be male, as there is a greater need in Israel for female caregivers than male caregivers.
- 10.** Please be aware that the applicant will be responsible for paying for his/her plane ticket to and from Israel, as well as for his/her medical examination in Sri Lanka, to be carried out as per a form set by Israel. The applicant will also be responsible for paying approximately 30 US dollars for the recorded interview and questionnaire to be filled out. In addition
- 11.** In addition - not all applicants included in the final database will be chosen to arrive in Israel and inclusion of an applicant in the database does not constitute any obligation on the part of Israel or SLBFE or any person or body concerning work in Israel for any applicant!!
- 12.** **Maximum duration of permitted employment.** – The regular maximum duration of permitted employment of a home based caregiver in Israel is up to 51 months from the time of first entry into Israel. Nonetheless, if a caregiver remains caring for a particular PWD who requests such, the caregiver can continue to care for such PWD for an unlimited period, subject to PIBA procedures. In addition, in special cases, a limited number of caregivers who request to begin a new employment after 63 months in Israel, caring for the most severely handicapped PWD's, may be allowed to stay for additional periods. Please see details of the current procedures in the Rights Booklet.https://www.gov.il/he/departments/general/foreign_workers_rights_booklets

13. A general description of the recruitment procedure including the selection process:

Each applicant shall initially file his application with SLBFE via online registration and receive an E-registration number. After registering online, each applicant will present the required original documents fastened in a folder labeled with his full name and E-registration number at the relevant SLBFE office. Each applicant will then receive application number and written confirmation from SLBFE that his application was received. The applicant can thereafter check the status of his application with SLBFE. Each applicant shall present proof and declare that he meets all qualifications and shall sign a declaration as per the current Israeli format (link) - (The declaration was already sent by piba)

- i. Which includes a waiver of confidentiality of information. After the Israeli Authorities carry out a random selection of no more than 75% of the applicants in the final database (approximately 90% women and 10% men) the chosen applicants will be invited by SLBFE for a recorded interview in the English language and to fill out an online questionnaire. The recorded interviews and the answers to the questionnaire, without the applicant's identifying information, will be entered by PIBA into a computerized database, from which PWD's may choose appropriate candidates with the help of social worker's hired by Israel Registered Placement Agencies. Be aware that inclusion in the database does not ensure selection for work in Israel, as Israel will randomly select no more than 75% of the qualified workers of each gender in the final database of applicants, and not all the workers in the final database will be chosen to arrive in Israel. In addition, the maximum number of selected workers for this stage shall in no case be more than 500 workers.

14. The link to a website containing a Foreign Workers' Rights Handbook in English;https://www.gov.il/BlobFolder/generalpage/foreign_workers_rights_booklets/he/eng_0718.pdf

15. Dates for submitting complete application folders to SLBFE _____

16. The requirement for submission of the following:

Important Notification:

The Government of the State of Israel and/or PIBA are not and will not be the employers of the Caregivers and the deployed workers will be directly employed taking care of the PWD in his or her home, either directly by the a PWD who holds a permit allowing employment of a foreign caregiver, or by their family members or legal representatives, either alone or jointly with a care giving company as set out in the SEC.