附件二：新進約聘教學教師報到時應攜帶**表單**

Appendix 2: **Forms** to file by new contracted faculty member when reporting for duty

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| **應 攜 帶 表 單**  **Forms** | | 本人  簽章  Signature and seal of teacher | 單位核章  Unit’s approval seal | 說 明  Description |
| 1 | 報到手續單  Contracted Faculty Member Report-for-Duty Form |  |  |  |
| 2 | 公務人員履歷表  （簡式）  Civil Servant Resume (abridged version) | ˇ |  |  |
| 3 | 兼具外國國籍調查表  Nationality Declaration for  Current Employees Holding Both the  R.O.C. Citizenship and Foreign Citizenship | ˇ |  |  |
| 4 | 勞健保加保申報表  Application Form of Participation in Labor Insurance and National Health Insurance |  |  |  |
| 5 | 年薪資所得受領人免稅額申報表  Tax Return Report Form for Annual Income Recipient | ˇ |  | 1. 1需先至郵局開戶，已有郵局帳戶者免再開戶，惟需將局號、帳號填入，俾憑撥入薪資。   Please open a bank account at Chunghwa Post for the transfer of your salary to your account.  If you have previously opened an account at any Chunghwa Post office in Taiwan, you are not required to open a new account. Please fill in the Chunghwa Post Office number and account number.  有關外籍人員的繳稅說明詳見<https://www.ntbk.gov.tw/eng/multiplehtml/84ebb94b3a774cc4b3bddbe8d2d3304a>  For more details about tax payment for foreigners, please visit:  <https://www.ntbk.gov.tw/eng/multiplehtml/84ebb94b3a774cc4b3bddbe8d2d3304a> |
| ※6 | 年資提敘薪級申請表Application Form for Salary Scale Assessment Based on Years of Service | ˇ | ˇ | 無相關年資者免附，有相關年資需提敘者請另附國內(外)任職證明文件（國外文件需附中文譯本，並須經我國駐外使領館或指定機構認證）、資本額證明（公司執照）、營業額證明（繳稅證明）。  Not applicable to those who do not have the required seniority; those with the required seniority shall attach the certificates of employment in Taiwan and/or in foreign countries (a Chinese translation shall be attached to all foreign-language documents and authenticated by a Taiwan Embassy or Overseas Mission in that country), Proof of Capital (company license), and Proof of Turnover (Tax Payment Certificate). |
| 7 | 電子郵件帳號申請表  Email Account Application Form | ˇ | ˇ |  |
| ※8 | 車輛停車證申請書  Vehicle Parking Permit Application Form |  | ˇ |  |
| 9 | 人事資料調查表  Personnel Information Survey Form | ˇ |  |  |
| 10 | 醫院一般(特殊)體格健康檢查報告  Hospital’s General (Special) Physical Examination Report |  |  | 所需檢查項目如附表一般體格檢查項目表。  The required physical examination items are shown in the attached Table 1: General Physical Examination Item List |
| 11 | 體格健康檢查資料蒐集同意書  Letter of Consent for Physical Examination Health Data Collection | ˇ |  |  |
| 12 | 體格健康檢查報告切結書  Affidavit for Physical Examination Report | ˇ |  | 若已繳交醫院一般(特殊)體格健康檢查報告，則不須繳交此份切結書。  Not applicable to those who submitted the Hospital’s General (Special) Physical Examination Report. |
| 13 | 擬聘∕新進人員體檢檢核表  Newly-recruited / New Employee Physical Examination Checklist | ˇ | ˇ |  |

有※符號者可視個人需要選擇填寫。

Items with ※ are optional.

其餘教師權益

Other rights and interests of faculty members

1. 公教貸款：詳洽資產經營管理組（分機2372）。

Civil servants’ and teachers’ loan: please contact Property Management Division for more details (extension 2372).