附件二Appendix 2: 新進教師報到時應攜帶表單 **Forms** to file by new tenured-track 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Report-for-Duty Procedure Form |  |  |  |
| 2 | 公務人員履歷表Civil Servant Resume | ✔ |  |  |
| 3 | 公務人員服務誓言Civil Servant Service Oath | ✔ |  |  |
| 4 | 兼具外國國籍調查表Nationality Declaration for Current Employees Holding Both the R.O.C. Citizenship and Foreign Citizenship | ✔ |  |  |
| 5 | 「大專教師資格審查履歷表」Teacher Qualification Resume | ✔ |  | 1.已取得教師證書者毋需繳交。1. Does not apply to those who hold a Teacher Certificate.2.請參照「大專教師資格審查履歷表填寫說明」，填寫後列印紙本及繳交電子檔。2. Before filling out the Resume, please read the Notes for Completion of Teacher Qualification Resume, Please submit both the printed copy and the electronic file of the Resume. |
| 6 | 全民健保投保申報表Application Form for National Health Insurance Coverage  |  |  |  |
| 7 | 公保要保名冊Name List of Policyholders of Civil Servants' Insurance |  |  |  |
| 8 | 公教人員保險聲明書Insurance Enrollment Declaration for Civil Servants and Faculties | ✔ |  |  |
| 9 | 年薪資所得受領人免稅額申報表Tax Return Report Form for Annual Income Recipient | ✔ |  | 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。1. 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.2.有關外籍人員的繳稅說明詳見<https://www.ntbk.gov.tw/eng/multiplehtml/84ebb94b3a774cc4b3bddbe8d2d3304a> 2. For more details about tax payment for foreigners, please visit:<https://www.ntbk.gov.tw/eng/multiplehtml/84ebb94b3a774cc4b3bddbe8d2d3304a>  |
| ※10 | 補繳退撫基金年資權益通知書Notice of Rights for the Public Service Retirement Fund Replenishment | ✔ |  | 有85年2月1日退撫新制實施後，曾任公營事業人員、公職、服義務役等相關年資者。無者免附。Applicable to those who have the required seniority having acted as a public enterprise staff, civil servant, or compulsory military service provider after implementation of the new retirement pension system on February 1, 1996. Not applicable to those who do not have the required seniority. |
| ※11 | 年資提敘薪級申請表Application Form for Salary Scale Assessment Based on Years of Service | ✔ | ✔ | 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 authenticated by a Taiwan Embassy or Overseas Mission in that country shall be attached to all foreign-language documents), Proof of Capital (company license), and Proof of Turnover (Tax Payment Certificate). |
| 12 | 電子郵件帳號申請表Email Account Application Form | ✔ | ✔ |  |
| ※13 | 車輛停車證申請書Vehicle Parking Permit Application Form |  | ✔ |  |
| ※14 | 職務宿舍借用申請書Dormitory Application Form for University Staff | ✔ | ✔ |  |
| 15 | 教師教學歷程檔案帳號申請書Teacher’s Teaching History File Account Application Form |  |  |  |
| 16 | 教師評鑑管理系統帳號申請書Application Form for an Account in the Teacher Evaluation Management System  | ✔ | ✔ |  |
| 17 | 醫院一般(特殊)體格健康檢查報告Hospital’s General (Special) Physical Examination Report |  |  | 注意事項內容如附表一般體格檢查項目表。Contents of Notes are shown in the attached Table 1: General Physical Examination Item List |
| 18 | 體格健康檢查資料蒐集同意書Letter of Consent for Physical Examination Health Data Collection  | ✔ |  |  |
| 19 | 體格健康檢查報告切結書Affidavit for Physical Examination Report | ✔ |  | 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。You are not required to submit this Affidavit if you submitted Hospital’s General (Special) Physical Examination Report. |
| 20 | 擬聘∕新進人員體檢檢核表Newly Recruited / New Employee Physical Examination Checklist | ✔ | ✔ |  |

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）。

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

2.公教儲蓄存款：詳見「公教儲蓄存款流程表」，詳洽出納組（分機2324）。

2. Civil servants’ and teachers’ savings: please refer to Civil Servants and Teachers’ Savings Application Flow Chart, and contact Payroll and Cashier Division (extension 2324) for more details.