

國立臺灣大學教務處主政深耕計畫臨時工(或工讀生)聘僱申請書

Application Form for Temporary/Student Workers for the Higher Education Sprout Project Administered by

National Taiwan University Office of Academic Affairs

用人單位 Hiring Unit		僱用別 Employment Type		<input type="checkbox"/> 新僱 New Hire <input type="checkbox"/> 續僱 Contract Renewal	
計畫名稱 Project Name		計畫編號 (經費代碼) Project Number (Account Number)			
工作內容 Job Description					
薪資 Remuneration		月支薪資：____元(TWD) Monthly Salary =每月工時(____小時) * 時薪(____元) Monthly Working Hours (____hrs) x Hourly Wages (NT\$____)		僱用期限 Employment Period	
				自 年 月 日 From Yr. Mo. Day 至 年 月 日 To Yr. Mo. Day	
基本資料 Basic Information	姓名 Full Name	身分證字號 (統一證號) ID Number		連絡電話 TEL	
	是否為學生 Student?	<input type="checkbox"/> 是(Yes) · 校名(Name of Institution) : _____ ; 系所(Dept./Institute) : _____ ; 學號(Student ID No.) : _____ <input type="checkbox"/> 否(No)			
	國籍 Nationality	非本國籍者 請填寫 Foreigners Only	工作許可證效期(Work Permit): 自 年 月 日 至 年 月 日 Valid from Yr. Mo. Day to Yr. Mo. Day		
<b>※受聘人自我檢核項目(Self-Check List for the Contracted Party) :</b>					
一、應檢附文件： Documents to be Submitted: <input type="checkbox"/> 勞(健)保加保申請書 Application Form for Labor and National Health Insurance <input type="checkbox"/> 保險費經費分攤同意書(兼任多個勞僱型職務者必附) Letter of Consent for NTU Insurance Premium Sharing Scheme (This letter is compulsory for those who take on more than one employee-based job.) <input type="checkbox"/> 非本國籍者應提供居留證及工作許可證影本 Photocopies of Alien Resident Certificate and Work Permit (for foreigners only) <input type="checkbox"/> 他校學生應檢附他校同意書及在學證明或學生證影本 Letter of Consent from the Home University and Certificate of Enrollment or a photocopy of the student ID card (for non-NTU students only) <input type="checkbox"/> 契約書(若無免附) Contract (if available)			二、擔任「勞僱型」兼任職務個數： No. of Concurrent "Employee-Based" Jobs: <input type="checkbox"/> 本人於此職務聘期內，在本校無擔任其他勞僱型職務。 For the duration of this position I will not be taking on other employee-based jobs at NTU. <input type="checkbox"/> 本人於此職務聘期內，在本校尚兼任其他勞僱型職務，且此職務業經其他兼職單位同意。 For the duration of this position, I have other employee-based jobs at NTU, the supervisors of which have given consent to my taking this position.		
一、已確認以上欄位資料填寫無誤，並符合相關規定，且應檢附文件無缺漏。 I certify that all information provided above is accurate, that I comply with all the relevant regulations and requirements, and that all the required documents have been provided.					
二、扣除以上人員所需費用，已確認未超支原核定業務費總額。 I confirm that the inclusion of the above payments for these positions will not render the project overbudget.					
承辦人(Case Officer):		計畫主持人(Project Director) :		用人單位主管(Head of Hiring Unit):	
聯絡電話(TEL) :					
一級單位主管(Supervisor):		教務處審核單位(Office of Academic Affairs):		人事室(勞健保業務)(Personnel Department--Labor/National Health Insurance):	
<b>※備註(Notes) :</b>					
1. 本表包含個人資料，為避免個人資料外流，請各經辦單位妥善處理與保管。 This form contains personal data. To avoid unintended disclosure of personal information, all units responsible for handling this form are advised to exercise due care in keeping the data confidential.					
2. 有關本項人員任用相關注意事項，請至教務處學生兼任助理專區點選參閱(網址: <a href="http://www.aca.ntu.edu.tw/aca_ta.asp">http://www.aca.ntu.edu.tw/aca_ta.asp</a> )。					
For important information concerning the hiring of temporary/student workers, visit the Student Part-Time Assistantships section on the Office of Academic Affairs website ( <a href="http://www.aca.ntu.edu.tw/aca_ta.asp">http://www.aca.ntu.edu.tw/aca_ta.asp</a> ).					