

公務人員履歷表〈教師版〉

Civil Servant Resume (Teacher Edition)

姓名 Full name		英文姓名 English name (應與護照證件相符且姓氏在前) (Surname first, as shown on passport)	
國民身分證 統一編號 National ID Card No.		護照號碼 Passport No.	
出生日期 Date of birth (以上欄位應與戶籍登記相符) (As shown on official records)	民國 年 月 日 (yyyy/mm/dd)	外國國籍 Other nationalities (請勾選) (Please tick the box)	<input type="checkbox"/> 無(No) <input type="checkbox"/> 有(yes)，國籍(Nationality): _____
通訊處 Correspondence	戶籍地 Registered address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 郵遞區號 Postcode) 縣 (市) County (City) 鄉 (鎮市區) Township 村(里) Village 鄰 Neighborhood 路 (街) Road (Street) 段 Section 巷 Lane 弄 Alley 號 Number 樓 Floor	
	現居所 Current residential address	<input type="checkbox"/> 同戶籍地 Same as household address <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (郵遞區號 Postcode) 縣 (市) County (City) 鄉 (鎮市區) Township 村(里) Village 鄰 Neighborhood 路 (街) Road (Street) 段 Section 巷 Lane 弄 Alley 號 Number 樓 Floor	住宅: () Home 電話號碼 Telephone No. 手機: Mobile
	電子郵件信箱 E-mail Address		
緊急通知人 Emergency Contact	姓名 Name	關係 Relationship	住宅: () Landline 電話號碼 Telephone No. 手機: Mobile 公: () Office
學		歷	

Academic qualifications

學校名稱 Name of School	院、系(所、學位 學程)、班、組 College, Department (Graduate School, Degree, Program), Class, Division	實際修業期間 Actual study period		區分 (請勾選) (Please check)			教育程度 (學位) Education level (Degree)	證書日期 文號 Date of issue, Diploma No.	初任公職時 已取得之 最高學歷 The highest academic qualification obtained when first assuming public office (請以「V」表示) (Tick "V" in the appropriate box)
		起(年、月) From (yyyy/mm)	迄(年、月) To (yyyy/mm)	畢業 Graduated	結業 Completed	肄業 Incomplete			

考試 Examination

年度 Year	考試 Examination	類科別 Category / Subject	證書日期文號 Date of Certificate and Certificate No.

專 門 職 業 及 技 術 人 員 資 格 或 檢 覈 Specialized profession and technical staff qualifications or review							
考試或檢覈及格證書 Examination or verified certificate					專業證照 Professional certificate or license		
年 度 Year	類 科 Category	生效日期 effective date			日期文號 Document date and No.	核發機關 Issuing authority	日期文號 Document date and No.
		年 Year	月 Month	日 Day			

專長及語言能力

Profession and language proficiency

一、證照 Certificate and license

專長項目 Profession	證照名稱 Name of certificate and license	生效日期 effective date			證件日期文號 Document date and No.	認證機關 Issuing institution	專長描述 Description of profession
		年 Year	月 Month	日 Day			

二、語言能力

Language proficiency

語言類別 language	測驗名稱 Name of test	測驗日期 Date of test	證件日期文號 Date of Certificate and Certificate No.	認證機關 Issuing institution	檢定成績 Result	備註 Remarks

--	--	--	--	--	--	--

兵		Military service				役	
役別 Military service category		軍種 Force type		官(兵)科 Officer (soldier) branch			
退伍軍階 Rank upon military discharge		服役期間 Military service period	起From: (yyyy/mm/dd) 迄To : (yyyy/mm/dd)	退伍令字號 Military Discharge Order No			

教		Teacher Qualifications				格	
---	--	------------------------	--	--	--	---	--

區分 (請勾選) (Please check)				資格或階段別及任教科別 Qualifications or stage of teaching subjects	送審學校或師資培育之大學 Educational institution	生效日期 Effective date			證件日期文號 Date of Certificate and Certificate No.
1. 檢 定 exam nation	2. 登 記 regi stra tion	3. 加 科 登 記 addi tional subje ct regis tration	4. 審 定 accr edit atio n			年 Year	月 Month	日 Day	

身心障礙註記 Disability Status					原住民族註記 Indigenous Status				
種類 Type		等級 level			身分別 Identity		族別 tribe		

簡 要 自 述
Autobiography

填 表 人 Applicant	承 辦 人 員 Administrator	人 事 主 管 Personnel supervisor	機 關 首 長 President

中 華 民 國 年 月 日

Date

(yyyy/mm/dd)

填表說明

Notes for Completing the Form

- 1、本表依公務人員任用法施行細則第 29 條規定訂定，係屬正式公文書，並依公務人員任用法施行細則第 22 條第 1 項及個人資料保護法規定，蒐集、處理及利用各欄填載包含中英文姓名、國民身分證統一編號等個人資料，供公務人員送審之用。填表人務必依照規定親自據實填寫，字跡工整，如由他人填寫或由電腦列印者，須由本人親自簽名或蓋章，如有不實情事者，自負全責。

This Form, made in accordance with the provision of Article 29 of Enforcement Rules of Civil Service Employment Act, is a formal official document. The person completing this Form must fill it out in person in neat handwriting based on the facts in accordance with the provision. If this Form is to be filled out by other person or printed by computer, the person concerned of the Form has to personally sign and affix his/her personal seal on the Form. Should this Form contain anything untrue, the person concerned should take full responsibilities.

- 2、本表各項目欄內之數字使用，請依行政院「公文書橫式書寫數字使用原則」填寫，並一律以「民國」表示年代。

Regarding the use of numerals in the various blanks of this Form, please follow the “Principles of the Use of Numerals in Horizontal Writing on Official Documents” when filling out the Form, and use the “year of the Republic of China” to indicate all the years in the Form.

- 三、「學歷」項：

Item of “Academic qualifications”:

- (一)填寫範圍以接受國內外正規學制教育已畢業，或結(肄)業並具有證明文件為限，至少須填 1 筆最高畢業學歷，惟大學以上畢(結、肄)業學歷有數個時，則依修業順序逐筆填寫。國外學歷並依「國外學歷查證(驗)及認定作業要點」查證認定後登錄。初任公職者，以勾選「已畢業」之學歷為限，肄業及結業之學歷，毋須勾選。

The scope of academic qualifications is limited to the regular academic education received in Taiwan and foreign countries, or the completed (incomplete) education having certifying documents. Write down at least one item of the highest level of education you completed. If the graduate education (completed/incomplete), above undergraduate level, has several items, please write down all of them in order of study. Education qualifications completed in foreign countries, will only be registered after being verified and recognized in accordance with “Operating Guidelines for Verification (Checking) and Recognition of Foreign Education Qualifications.” Those having civil service employment for the first time can only tick the box of “Graduated,” and need not tick the boxes of Incomplete and Completed.

- (二)「教育程度(學位)」欄，請依下列分類選填：

10 國小 21 國(初)中 22 初職 23 簡易師範 31 高中 32 高職 33 師範
41 二專 42 三專 43 五專 44 六年制醫專(舊制) 50 大學(含軍校、警校取得學士學位者) 51 二技 52 四技 60 碩士 70 博士

For the item of “Education level (Degree),” please write down the following numbers that signify different education levels:

10 Elementary school 21 Junior high school 22 Vocational school 23 Simple normal school
31 Senior high school 32 Vocational college 33 Normal school 41 2-Year junior college
42 3-Year junior college 43 5-Year junior college 44 6-year medical college (old system)
50 University (including military academy and police college where bachelor’s degree is obtained)
51 2-Year technical program 52 4-Year technical program 60 Master’s program 70 Doctoral program

四、「考試」及「專門職業及技術人員資格或檢覈」項：

Items of “Examination” and “Specialized profession and technical staff qualifications or review”:

(一)「考試」指考選機關舉辦之各類公職考試及格並取得及格證書者，請按先後順序全部填載，不得遺漏。

“Examination” refers to different kinds of civil service employment examinations held by the examination institution, in which you have passed and obtained the related passed certificates. Please write all certificates obtained in the appropriate sequence of completion.

(二)「類科別」欄，填寫考試及格之職系類科。

For “Category,” please write down the vocational system examination passed.

(三)專門職業及技術人員資格或檢覈之「考試或檢覈及格證書」，指參加專門職業及技術人員考試及格並取得及格證書者，或經考選機關檢覈及(合)格並取得證書者。請按先後順序全部填載，不得遺漏。公職候選人檢覈資格免填。

The “Examination or the verified certificate” under “Specialized profession and technical staff qualifications or review” refers to the specialized profession and technical staff examination passed and the certificate obtained, or the examination that has been reviewed by the examination institution and found to have been passed and obtained. Please write all certificates obtained in the appropriate sequence of completion. If you are a candidate of civil servant with qualifications being reviewed, you need not fill in this section.

五、「專長及語言能力」項：

Item of “Professional specialty and language proficiency”:

(1) 取得民間證照考試合格資料者，請依年度順序逐筆逐項填寫。

If you have passed any examinations held by private institutions and obtained the related certificates or licenses, please write them down one by one in chronological order.

(二)專長項目欄，請依下列分類選填：

A001:車輛駕駛；A002:汽車維修；A003:電器維修；A004:冷凍空調維修

A005:烹飪廚藝。

若有其他專長項目僅填專長，不填編號。

For the category of Professional specialty, please fill in according to the following categorization: A001: Vehicle driving; A002: Vehicle maintenance; A003: Electrical appliances maintenance; A004: Refrigerated air-conditioner maintenance; A005: Cooking.

If you have any other professional specialties, please write category omitting code (if not known)

(三)語言類別欄，包含本國語言及外國語言。

For the category of Language, include both native language(s) and foreign language(s).

六、「兵役」項：

Item of “Military service”:

(一)凡已服役者均應填寫。

All those who have completed compulsory military service should fill in this category.

(二)「役別」、「軍種」、「官(兵)科」、「退伍軍階」、「服役期間」等請依照退伍令記載填寫。

For the category of “Military service type,” “Force type,” “Officer (soldier) branch,” “Rank upon military discharge,” “Military service period,” etc., please fill in the category according to the information recorded in the Military Discharge Order.

七、「教師資格」項之「生效日期」欄，請就教師資格檢定、登記、加科登記或審定之起資日期予以填寫。

In the "Effective Date" of the "Teacher Qualification" item, please fill in the starting date for teacher qualification examination, registration, additional subject registration or accreditation.

八、「身心障礙註記」之「種類」及「等級」欄，請參考身心障礙手冊填寫。「原住民族註記」，以經戶政機關依原住民族別認定辦法完成登記者為限，又「身分別」欄，請填平地或山地。

For the category of “Type” and “Level” under “Disability,” please fill in the blanks according to the information on your Disability Manual. For the item of “Indigenous people,” the persons filling in the category are limited to those having completed registration at a household registration institution in accordance with Identification Methods of Indigenous Peoples. For the category of “Identity,” please write either Lowland or Highland.

九、本表填表人所填各欄，經各服務機關人事單位查對無訛後，除填表人簽名或蓋章外，機關首長、人事主管及承辦人員 3 欄位，請蓋職章，無職章者請蓋職名章，無職名章者請簽名。

For the various categories filled out completed by the applicant, after the personnel units of different servicing institutions have checked the contents and found them to be true, the applicant shall sign and affix his/her personal seal on the Form, in the spaces for Administrator, Personnel, and President

, these persons will sign and affix their job seals. Those without job seals may affix their position seals; and those without position seals may sign their name.

十、本表各欄填載資料如有異動，請填表人儘速檢證通知服務機關人事單位更正。

Should there be alterations with the information written in different blanks, the person filling out his Form should attach the related evidence to inform the personnel unit of the servicing institution as soon as possible so as for making correction.