

國立屏東科技大學校務基金進用(教學人員)到職通知單

National Pingtung University of Science and Technology

Contracted Teaching Faculty Arrival Form

年 月 日填

Filling date (yyyy/mm/dd)

姓名 Name		職稱 Position		任職 單位 Unit Name	
奉准 文號 Approved document date and number	年 月 日 字第 號聘任契約			到職日 Date of employ ment	年 月 日 (yyyy/mm/dd)
單位 主管 核章 Superviso r stamp		人事室 簽 註 Personnel office stamp		校長 核閱 Principal stamp	
辦理報到時應附繳資料 Submit the following forms					承辦單位 Unit in charge
<p>() 1. 聘任契約 (1 式 5 份)及聘書影本。 Contract of appointment (5 copies) and a photocopy of certificate of appointment.</p> <p>() 2. 公務人員履歷表<教師版>一份 (請黏貼照片並加蓋私章)。 Civil Servant Resume (Teacher). (Please paste a photo and affix your personal seal.)</p> <p>() 3. 身分證影本及戶口名簿影本。 Photocopies of the ID card and the household certificate.</p> <p>() 4. 大專以上學歷證件 () 件 (含畢業證書、考試及格證書等) 影本。 Photocopies of college education or above certificates (including graduation certificates, examination passing certificates, etc.)</p> <p>() 5. 各級教師證書影本一份 (無則免附)。 Photocopies of teacher's certificates for each level (If applicable)</p> <p>() 6. 國外學校歷年成績單影本、國外學歷送審教師資格修業情形一覽表、個人入出境紀錄 (持國內學歷者免附)。 Transcript of academic records from overseas schools, Overseas Education Qualifications for Teacher Certification study Completion Status Overview Form, certificate of entry and exit dates. (Only for overseas diploma)</p> <p>() 7. 新進教師經歷資料表一份 (檢附相關經歷證件影本 () 件, 如於報到前有其他專職應併附離職證明)。 New teachers work experience record form (including copies of relevant experience certificates. If there is any other full-time job before reporting, a resignation certificate should also be provided.)</p> <p>() 8. 退伍證明影本 (女性免繳)。 A photocopy of Military Service Discharge (Only for male)</p> <p>() 9. 新進人員參加英語能力測驗調查表 (檢附相關證明影本 () 件)。</p>					人事室 Personnel office

<p>New employee English proficiency test survey form (Attached relevant proof copies)</p> <p>() 10.公務人員服務誓言一份。 Oath of Office for Civil Service Employees</p> <p>() 11.擬聘任教師具結書一份。 Declaration for new teachers</p> <p>() 12.教職員國籍資料調查表。 Nationality information form for faculty and staff</p> <p>() 13.防範員工以專業證照違法兼職等規定告知書、經營商業及兼職情形調查表各一份。 Prevention of employees violating regulations by engaging in illegal part-time work with professional certifications notification form, business and part-time employment survey form.</p> <p>() 14.教職員服務證申請表。 Faculty ID card application form</p> <p>() 15.教師提敘薪級申請表。<u>(填寫前請先詳閱「教師待遇條例」第九條及「教師職前年資採計提敘辦法」)</u> Application form for salary scale assessment based on years of service (Before filling out the form, please read carefully Article 9 of the "Teacher Remuneration Act" and the "Regulations for the Calculation and Promotion of Pre-Service Seniority for Teachers".)</p> <p>() 16.教師學術專長資料表。 Academic expertise profile</p> <p>() 17.新進人員圖書館建檔通知單。 Notice of establishment of library s for new staff</p> <p>() 18.勞工保險暨全民健康保險申請書。 Application form for labor insurance and national health insurance</p> <p>() 19 .新進人員資安宣導單。 Notice of information security for new staff</p> <p>() 20.個人健康檢查體檢表。 Physical examination report</p>	
<p>() 21.電子郵件帳號申請表。 Application for email account</p> <p>() 22.薪資所得受領人及扶養親屬申請表。 Application form for salary income recipients and dependent relatives</p> <p>() 23.員工消費合作社入社申請表 (採自由申請入社方式)。 Application form for join the employee's Cooperative(optional)</p> <p>() 24.汽機車停車識別證申請表。 Application form for automobile and motorcycle parking permit</p>	<p>電算中心 Computer center 總務處出納組 Office of general affairs-Cashier Division 體育室 Physical education department 總務處事務組 Office of general affairs- general service Division</p>
<p>附註</p>	<p>一、上述所需各項表件，請於詳閱到職須知後，自行至本校人事室網頁右側/專區連結-新進教職員專區/新進(校務基金進用教學人員/研究人員)表格依序下載、填寫、列印，並檢附相關證件資料，於到職當日繳交。</p> <p>Please download, fill out, and print the required forms for the above-mentioned documents in sequence from the homepage of the personnel office of our school's</p>

website, located on the right side/special section - New Faculty and Staff Area/New (Project Teacher/Research Fellow) Form, after reading the onboarding instructions carefully. Then, submit the completed forms along with the relevant documents on the day of your onboarding.

二、表內證件資料除需依其份數附繳影本外，學歷證件另應繳驗正本並於驗後發還。

In addition to submitting photocopies of the required documents, original copies of educational certificates should also be submitted for verification and will be returned after verification.

三、務請於到職後一週內，檢齊所需文件辦妥報到手續，以維個人權益。

Please ensure that all necessary documents are completed and the onboarding procedures are processed within one week after onboarding to protect your personal rights and interests.

※本人_____同意提供上述相關個人資料予國立屏東科技大學，並依《個人資料保護法》蒐集處理利用，以供校務行政之用。

I _____ agree to provide the above-mentioned personal information to the National Pingtung University of Science and Technology, and it will be collected, processed, and utilized in accordance with the "Personal Data Protection Act" for academic and administrative purposes.