

# 國立屏東科技大學新進校務基金進用(教學人員/研究人員)到職須知

## National Pingtung University of Science and Technology Contract Faculty (Teaching Staff/Research Staff) Arrival Guidelines

### 壹、新進教師請填繳左列各項表格(如有疑問請電話洽人事室查詢)

Please fill out the following forms (if you have any questions, please contact the personnel office by phone for inquiries).

(各項表格請新進同仁請自行至本校人事室網站首頁右側/專區連結-新進教職員區/新進(校務基金進用教人員)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。)

New employees are required to visit the school's personnel office website and download the form for new faculty members from the link on the right side of the homepage/special section - New Faculty and Staff Area/New (Full-time Faculty) Form. After filling out the form, they should print it and submit it along with the relevant documents on their first day of work.

(退休再任教學人員及特聘級研究員請依到職通知單中「辦理報到時應附繳資料」資料為準，本須知各項說明僅供參考。)

Retired teaching staff and distinguished rank research fellow who are rehired, please submit the required documents as listed in the "Submit the following form" section of the Arrival Form. Please note that all explanations provided are for reference only.

#### 一、「公務人員履歷表」(教師版)乙份：

##### Civil Servant Resume (Teacher Edition)

(1) 學歷欄：請填寫所有大專以上學歷。

**Academic qualifications: Please fill in all college education or above qualifications.**

(2) 所載學歷及各項經歷(含公務人員考試或晉升訓練、專門及職業技術人員資格、專長及語言能力等欄位之考試及格證書或證照)請檢附影本各乙份。

**Please provide copies of your educational background and relevant experiences(including certificates or licenses for civil service examinations or promotions, Specialized profession and technical staff qualifications, Profession and language proficiency.)**

(3) 履歷表請附貼相片乙張，並於該表末頁「填表人」欄位簽名。

**Please attach one photo to the resume and sign the "Applicant" field at the end of the form.**

#### 二、請檢附各級教師證書影本一份(無則免附)。

**Please attach copies of the teacher's certificate at all levels (If applicable).**

#### 三、「國外學歷送審教師資格修業情形一覽表」：持國外學歷者需填寫；持國內學歷者免附。

**「Overseas Education Qualifications for Teacher Certification Study Completion Status Overview Form」: Applicants with foreign academic qualifications need to fill in this section, applicants with domestic academic qualifications are exempt.**

#### 四、「新進教師經歷資料表」乙份：請詳實填列，每一筆填列資料均請檢附相關證明影本。

**「New teachers work experience record form」: Please fill in the details truthfully, and attach relevant copies of supporting documents for each entry.**

#### 五、「新進人員參加英語能力測驗調查表」乙份：請檢附相關證明影本。

**「New employee English proficiency test survey form」: Attached relevant proof copies.**

#### 六、請繳原服務單位離職證明書影本乙份(初任者免繳)。

**Please submit a photocopy of the resignation certificate from the original service unit (first-time employees are exempt).**

#### 七、男性教師請繳兵役相關證明影本乙份。

**Male teachers are required to submit a photocopy of their military service-related proof.**

#### 八、請具實填寫「教職員國籍資料調查表」、「軍公教人員再任公職切結書」、「防範公務員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」各乙份。

**Please fill out "Nationality Information Form for Faculty and Staff", "Declaration Form for Military and**

Civil Servants Re-entering Public Office", "Prevention of employees violating regulations by engaging in illegal part-time work with professional certifications notification form", and "business and part-time employment survey form".

九、請填繳「服務證申請表」，俾便辦理本校服務證。

Please fill out the "Faculty ID card application form" for processing the ID card at our school.

十、職前專職年資，擬申請採計提敘薪級者，請填具「教師提敘薪級申請表」，並檢附原任職學校（機關/具有規模之國內外私人機構）開立之離職證明書、歷年年資加薪俸通知書、歷年評鑑結果通知書、歷年考績通知書等「服務成績優良」證明文件；如原任職學校（機關/具有規模之國內外私人機構）無法於「離職證明書」註明「服務成績優良者」，請務必完整檢附原任職學校（機關/具有規模之國內外私人機構）開立之歷年年資加薪俸通知書、評鑑結果通知書、考績通知書等「服務成績優良」證明文件；無則免填。

Teachers with full-time work experience prior to their current position who wish to apply for salary advancement should fill out the "Application form for salary scale assessment based on years of service" and attach proof of resignation from the previous school (institution/establishment, domestic or foreign, with a certain scale), annual salary increase notices, annual evaluation result notices, annual performance appraisal notices, and other documents proving an "excellent service performance". If the original employing school (institution/establishment with a certain scale, domestic or foreign private organization) is unable to indicate "excellent service record" on the "certificate of resignation," please be sure to fully attach the annual seniority salary increase notice, evaluation result notice, performance appraisal notice, and other documents proving an "excellent service record" issued by the original employing school (institution/establishment with a certain scale, domestic or foreign private organization); if not available, leave it blank.

十一、「新進人員圖書館建檔通知單」乙紙送人事室彙轉。

Please send "Notice of establishment of library account for new staff" to the personnel office for consolidation and transmission.

十二、請填「勞工保險暨全民健康保險申請書」乙份，並於到職當日辦理加保事宜。

Fill out one copy of the "Application form for labor insurance and national health insurance" and process the insurance enrollment on the day of employment.

十三、填具「薪資所得受領人扶養親屬申請表」乙份，並請註記郵局或第一商業銀行帳戶號碼，檢附存摺封面影本，逕送出納組，以便薪給逕撥入帳。

Fill out the "Application form for salary income recipients and dependent relatives" and please indicate the account number of the post office or First Commercial Bank, and attach a copy of the bank passbook cover, and submit it to the cashier's office for the salary to be deposited into the account.

十四、請填具本校「員生消費合作社入社申請表」乙份辦理入社。

Please fill out the "Application form to join the employee's Cooperative" of our school to apply for membership.

十五、其他表件填報若有疑義，請洽人事室(分機：6112、6109)。

If there are any questions regarding the completion of other forms, please contact the Personnel Office (extension: 6112, 6109).

※為維護個人權益，請於到職一週內檢齊所需文件辦妥到職手續。

To protect your personal rights, please make sure to complete the necessary documents for the onboarding process within one week of starting your job.

## 貳、其他注意事項：

### Other precautions

一、學經歷驗證注意事項：請於到職時繳驗以下證件正本及其影本乙份，正本於核對後歸還：

Important notes for verifying educational and work experience: Please submit the original and a photocopy of the following documents upon joining the company. The original will be returned after verification:

(一)持國內學歷者：

Domestic academic qualifications

1. 學位證書。  
**Degree certificate**
2. 歷年成績單。  
**Transcript of academic records**
3. 教育部核頒之教師證書(無則免附)。  
**Teacher's certificate at all levels (If applicable).**

(二)持國外學歷：

**Foreign academic qualifications**

1. 學位證書 (應經我國駐外單位驗證)。  
**Degree certificate. (should be authenticated by the Taiwan Overseas Embassy)**
2. 歷年成績單 (應經我國駐外單位驗證)。  
**Transcript of academic records. (should be authenticated by the Taiwan Overseas Embassy)**
3. 個人出入境紀錄 (請向內政部入出國及移民署申請)。  
**Certificate of entry and exit dates. (Please apply to the Ministry of the Interior National Immigration Agency)**
4. 國外學歷送審教師資格修業情形一覽表 (請至本校人事室網站首頁右側/專區連結-新進教職員區/新進(專案教師)表格下載)。  
**Overseas Education Qualifications for Teacher Certification study Completion Status Overview Form. (Please download, from the homepage of the personnel office of our school's website, located on the right side/special section - New Faculty and Staff Area/New (contract Teacher).)**
5. 教育部核頒之教師證書(無則免附)。  
**Teacher's certificate at all levels (If applicable).**

二、請新進教師連結至本校總務處出納組所得查詢系統 (<http://140.127.2.136/JQCASHWEB/>)，設定個人 e-mail 帳號，以利個人查詢與出納組網路通知薪資及各種款項撥付明細。

**Please link to the school's general affairs office cashier group income inquiry system (<http://140.127.2.136/JQCASHWEB/>), set up a personal email account for personal inquiries and cashier group network notifications of salary and various payment details.**

三、為因應本校電子公文線上簽核系統之使用，請新進教師先行至戶政事務所自費申辦「自然人憑證」。

**In order to use the electronic document approval system of our school, new teachers are required to go to the household registration office to apply for a "citizen digital certificate" at their own expense.**

四、新進教師如有「教師代碼」及課務之相關問題，請逕洽教務處課務組詢問。

**Newly hired teachers with questions related to the "teacher code" and course-related matters, please contact the Academic Affairs Office for inquiries.**

※您所提供本室之各項個人資料，將僅供校務行政之用。

**The personal information you provide will be used for school administration purposes.**