

# NATIONAL TAIWAN UNIVERSITY

## Contract Employee Employment Application

Job Title	(Administrative Personnel) <input type="checkbox"/> Clerk <input type="checkbox"/> Senior Clerk <input type="checkbox"/> Administrative Specialist <input type="checkbox"/> Senior Specialist <input type="checkbox"/> Manager <input type="checkbox"/> Senior Manager <input type="checkbox"/> _____ (Other approved job title)	Associated Unit	First Level		National ID		Date of Birth (mm/dd/yyyy)	Submission of Information and Instructions	<input type="checkbox"/> <a href="#">University Contract Employee Selection Process Record Sheet</a> <input type="checkbox"/> <a href="#">Contract Employee CV</a> <input type="checkbox"/> A photocopy of both sides of the National ID, diploma or certificate of the highest education level completed, and relevant certifications (if the highest education level was obtained abroad, please provide an Education Document Authentication Certificate from the TRO)	
	(Technical Personnel) <input type="checkbox"/> Assistant Technician <input type="checkbox"/> Associate Technician <input type="checkbox"/> Technician <input type="checkbox"/> Senior Technician	Level of Education	(University/Degree)						<input type="checkbox"/> Original copy of the Job Vacancy Confirmation Document or minutes of the Employment Evaluation Meeting (for the employing unit's retained employees and teaching assistants or those hired using the unit's self-raised income who are filling a vacancy for a position below Administrative Specialist.) <input type="checkbox"/> Online announcement of this vacancy <input type="checkbox"/> <a href="#">Application for a Pay Grade Raise Based on Pre-employment Seniority</a> (must provide service/resignation certification and labor insurance statement) <input type="checkbox"/> <a href="#">Newly-Hired Contract Employee Affidavit</a> <input type="checkbox"/> <a href="#">Salary Agreement for Appointment of Personnel who Have Retired From the Military</a> <input type="checkbox"/> Resignation certificate from previous job/position	
Name		Job Description	1. 2. 3. 4. 5. Other temporary assignment.							
Job Vacancy	<input type="checkbox"/> Filling a vacancy _____ (Name) _____ (Job Title) <input type="checkbox"/> New position									
Contract Period	Employment Start Date ( <input type="checkbox"/> based on first day of work)		Employment End Date ( <b>Only applies to fixed-term contract personnel</b> )							
	(mm/dd/yyyy)		(mm/dd/yyyy)							
Source of Funding	※ <b>Funding source, please confirm the account code with the Accounting Office</b> <input type="checkbox"/> Base Salary (Including Differential Pay) _____ (Please list the account code)									
	<input type="checkbox"/> Special Additional Pay (shall be paid from the employment unit's self-raised income) _____ (Please list the account code)									
	_____ salary points/month, equivalent to NT\$ _____/month Special Additional Pay NT\$ _____; Differential Pay NT\$ _____; Total NT\$ _____									
Official Seals	Processing Clerk Signature or Seal			Administrator Signature or Seal			Senior Administrator Signature or Seal			
	Contact Number (mm/dd/yyyy)			(mm/dd/yyyy)			(mm/dd/yyyy)			

<p>Personnel Office Review Comments</p>	<p>1. The applicant has _____ years of education, classified as Grade ____ on the Pay Scale (refer to the Pay Grade Raise Application for details). Paid _____ salary points/month (equivalent to NT\$_____/month); Special Additional Pay NT\$_____; Differential Pay NT\$_____; Total NT\$_____.</p> <p>2. Pursuant to administrative procedures, submit to the Review Committee for approval after receiving the Executive Vice President's approval. The applicant must pass the probation period (generally 3 months) to be officially employed.</p> <p>Processing Clerk: _____ Division Director: _____ Senior Executive Officer: _____ Director: _____</p>		
<p>Accounting Office Review Comments</p>	<p>Base Salary/Differential Pay is paid through Account Code _____; Special Additional Pay is paid through Account Code _____</p> <p>Processing Clerk: _____ Division Director: _____ Senior Executive Officer: _____ Director: _____</p>		
<p>Office of the Secretariat</p>		<p>Review Committee Review Results</p>	<p>Resolution after deliberation at the ____ Review Committee meeting of _____(mm/dd/yyyy)</p>
<p>Executive Vice President</p>			<p>Minutes of the Review Committee meeting ratified _____(mm/dd/yyyy):</p> <p><input type="checkbox"/> Approved, the applicant may be employed after the minutes of the meeting are ratified <input type="checkbox"/> Not Approved</p>

After review and approval by the Review Committee, please forward the case to the Personnel Office for processing.