

NATIONAL TAIWAN UNIVERSITY			
Employment Certificate Application Form for Faculty and Staff Members			
Affiliated Unit		Name	
		(English)	
Position		Date of Birth	(yyyy/mm/dd)
Duration of Current Position	From		(yyyy/mm/dd) until now
Purpose of Application			
Type of Application	<input type="checkbox"/> (No. of) Employment Certificate(s) in Chinese <input type="checkbox"/> (No. of) Employment Certificate(s) in English		
Additional Requests	<p>1. Please state the following information on the Employment Certificate: <input type="checkbox"/> Monthly salary <input type="checkbox"/> Annual salary <input type="checkbox"/> Other _____</p> <p>2. When the Employment Certificate is ready: <input type="checkbox"/> The applicant will pick up the copy in person <input type="checkbox"/> Please notify the applicant to pick up the copy via phone (phone number: _____) <input type="checkbox"/> Please deliver the copy to the applicant's unit via official document exchange</p>		
Applicant's Signature:		Date:	(yyyy/mm/dd)
Response	<input type="checkbox"/> Approved for issuance of Employment Certificate in Chinese <input type="checkbox"/> The information above has been confirmed to be correct. The application shall be forwarded to the competent clerk at the Office of the Secretariat who is in charge of issuing documents in English to process the Employment Certificate in English.		
Written Comments			
Processing Unit	After the information above the double line is filled in by the applicant, please deliver to the following for processing:		
	Main Campus	Administrative Personnel Division, Personnel Office: 10617 No. 1, Section 4, Roosevelt Rd, Taipei City Fax no.: 02-23918617 Email: persadm@ntu.edu.tw	
	College of Medicine & College of Public Health	College of Medicine Personnel Division: 10020 No. 1, Section 1, Ren'ai Rd, Taipei City Fax no.: 02-23924024 Email: persadm@ntu.edu.tw	