義守大學

I-SHOU UNIVERSITY

教職員工履歷表

Academic / Administrative Personnel Information Form

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| 姓名Name |  | 國籍Nationality | * 本國R.O.C

 出生Birth Place： * 外國Foreigner

 國籍Nationality：  | 本欄請粘貼最近二寸半身脫帽光面照片一張，照片背面書寫姓名。1. Attach one 2-inch photo with a glossy surface, and a clear front view of the face without a hat.2. Please write your name on the back of the photo. |
| 身分證字號或居留證號National I.D. No. / ARC No. |  | 出生日期Birthday | 民國 年 月 日(YYYY/MM/DD) |
| 性別Gender | □男Male □女Female | 婚姻Marital Status | □未婚Single□已婚Married  |  |
| 戶籍地址Permanent Address |  | 戶籍電話Tel. |  |
| 通訊地址Mailing Address |  | 通訊電話Tel. |  |
| E-MAIL |  |
| □服役Military Draft Required | □免役Exemption from Military Draft | □國民兵Complementary Military Service | □其他Others |
| 役 別Draft Type□義務役Mandatory Military Service □自願役Voluntary Military Service | □替代役Substitute Service起： 年 月 日From: (YYYY/MM)訖： 年 月 日To: (YYYY/MM) |
| 軍 種Service□陸Army□海Navy□空Air Force □憲兵Military Police |
| 服務期間Service Period起： 年 月 日From: (YYYY/MM)訖： 年 月 日To: (YYYY/MM) | □外籍人士Foreigner |
| 是否除役Decommissioned □是Yes □否No |
| 學歷Education |
| 學校名稱Institution | 院系科別Major | 起訖年月Period of Study | 畢業Graduated | 肆業Incomplete | 學位Degree | 審查結果HR Verification |
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| 登記檢定中小學教師Teaching Qualifications in Primary/Secondary Education |
| 登記檢定種類Classification | 登記檢定機關Institution | 登記檢定年月Registered Date | 證書字號Certificate No. | 審查結果HR Verification |
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| 大專教師資格審查Teaching Qualifications in Higher Education |
| 審定等級Academic Rank | 審查機關Institution of Accreditation | 審定年月Date of Accreditation | 證書字號Certificate No. | 審查結果HR Verification |
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| 經歷Working Experience |
| 服務機關學校Institution | 職稱Position | 到職年月日From(YYYY/MM/DD) | 卸職年月日To(YYYY/MM/DD) | 卸職原因Reason for Leaving | 審查結果HR Verification |
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| 出國進修 Further Study Overseas |
| 次別No. | 事 由Purpose | 地 點Destination | 時間Period | 核准Approval | 回國日期Returning Date |
| 起From(YYYY/MM/DD) | 迄To(YYYY/MM/DD) | 機關Issued by | 日期Date | 文號Approval No. |
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| 學術專長Specialized Field of Study | 一般專長General Skills |
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| 身心障礙註記Physical and Mental Disability | 原住民族族別註記Group of Indigenous Peoples |
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| 家屬Family Information |
| 稱謂Title | 姓名Name | 身分證字號或居留證號National I.D. No. / ARC No | 出生年月日Birthday | 備註Remarks |
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| 簡要自述Self Introduction |
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| 填表人簽名蓋章Signature/Seal by the Employee | 人事主管簽名蓋章Signature/Seal by the Dean of Office of Human Resources | 機關首長簽名蓋章Signature/Seal by the President |
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| 中華民國 年 月 日Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ (YYYY/MM/DD) |

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| 填表說明1. 學校新進人員請填寫此表，如不敷使用時，可自行粘附白紙或加印頁數填寫。
2. 「姓名」欄、「身分證號或居留證號」欄、「出生年月日」欄、「出生地」欄應與戶籍登記相符，如有更正應蓋校正章或本人私章。
3. 「性別」欄、「婚姻」欄，請在空格內劃「🗸」表示；「婚姻」欄之「已婚」包括配偶陷大陸、分居，仳離、歿等。
4. 「通訊處」欄，應就「戶籍地」欄、與「現住地」欄均予以填寫。如有異動請儘速通知服務機關人事單位更正。
5. 「學歷」欄、「經歷」欄、「出國進修」欄應按先後依序填寫，不得遺漏。
6. 「家屬」欄，請填寫父母、配偶、子女（第一順位）。如填表人為中華民國以外之國籍者，請於備註欄中敘明。
7. 各欄所列「審查結果」，請各服務機關人事單位查對後加蓋「核符」戳記，並由查對人加蓋職名章。
8. 機關首長及人事主簽名蓋章欄，請蓋「官章」。
9. 新進人員具填履歷後，請各服務機關人事單位之承辦人將其資料鍵入私校儲金管理委員會網站（[www.t-service.org.tw](http://www.t-service.org.tw)）之會員學校人事資料申報系統。

Instruction on Filling out the Form1. New employees of the University shall fill out this form. Additional pages can be glued or attached to the form if more space is needed.2. The information in the columns of “Name,” ” National I.D. No. /ARC No.,” “Birthday” and “Birth Place” shall be the same as those registered at the Department of Civil Affairs or the National Immigration Agency. Any correction to the information on the form requires putting on a correction stamp or the employee’s seal. 3. Please tick (🗸) the appropriate boxes in the columns of “Gender” and “Marital Status.” The box “Married” indicates an employee a) whose spouse is still detained in Mainland China, b) who separates from the spouse, c) who is divorced, and d) who is a widower/widow. 4. Both columns of “Permanent Address” and “Mailing Address” shall be filled in. The Office of Human Resources shall be informed as soon as possible if any change or correction is made.5. For the columns of “Education,” “Working Experience” and “Further Study Overseas,” please fill out in chronological order with no omission. 6. For the column of “Family Information,” please fill in the information on your parents, spouse and the oldest child. If an employee is not an R.O.C. citizen, please specify in the column of “Remarks.”7. The Office of Human Resources shall put a stamp of ”Verified” on the column of “HR Verification,” and the verifier shall put on his/her seal with the position title and the name. 8. The President and the Dean of the Office of Human Resources shall each put on his/her seal with the position title and the name.9. New employees shall request the Office of Human Resources to register your information to the website  of the Supervisory Committee Managing Retirement, Compensation, Resignation and Severance Matters for Private School Teachers and Staff ([www.t-service.org.tw](http://www.t-service.org.tw)). |