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| 國立勤益科技大學校務基金進用 | 教學人員 | 聘用申請書（名冊） |
| 工作人員 |

National Chin-Yi University of Technology Application Form for Teaching Staff and Other Personnel Employed under the University Affairs Fund

中華民國 年度

Year

填表日期 年 月 日

Date of Application: Year/Month/Date

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| 區分 Category | （1）職稱 Position Title | （2）人數（姓名）Number of Employees (Names) | （3）出生年月日 Date of Birth | （4）擔任工作內容 Service Content | （5）資格條件（學經歷專長）Qualifications (Education, Work Experience, Special Skills) | （6）專案計畫期限（聘用起止時間）Project Duration (Employment Start and End Time) | （7）月酬標準 Monthly Salary Standard | （8）年需經費（請將年終獎金、離職儲金、勞工保險、全民健保、生日禮券等各項目分列）Annual Funding (please list items such as year-end bonuses, pension contributions, labor insurance, national health insurance, birthday gift certificates, etc.) | （9）經費來源及科目 Funding Source and Account | （10）備註 Note |
| 薪點 Salary Point | 折合金額 Equivalent Amount |
| 教學人員 Teaching Staff |  |  |  |  |  |  |  |  |  |  |  |
| 小計 Subtotal |  |  |  |  |  |  |  |  |  |  |
| 工作人員Workforce |  |  |  |  |  |  |  |  |  |  |  |
| 小計 Subtotal |  |  |  |  |  |  |  |  |  |  |
| 合計 Total |  |  |  |  |  |  |  |  |  |  |

說明：1依據「專科以上學校進用編制外專任教學人員實施原則」、「國立大學校務基金進用研究人員及工作人員實施原則」辦理。

2專案計畫期限以一年為原則。經學校審核通過後實施，並依計畫進用所需人員，各年度專案計畫所需人事費總額，不得超過上一會計年度營運資金百分之三十。

3各單位於年度編列計畫（每年十月底前）或於年度中須增列計畫時，應填具計畫書及聘用申請書各一份，層報機關首長核准後依規定約聘之（約聘起迄時間以學年度計算），並於聘用人員到職一個月內，填列聘用名冊及聘用契約書層報機關首長後送人事室備查。經核定一年以上計畫，依原業務計畫預定完成之時間，每年定期提出聘用名冊至計畫完成時為止。

4專案計畫教學人員之遴聘資格及程序依據教育人員任用條例之規定辦理。

5工作人員須具資格條件參照「國立大學校院專案計畫工作人員報酬標準」所任工作職責程度之專門知能條件，詳列應（所）具之學經歷及專長。

6離職儲金為每月按月支報酬之百分之十二提存儲金，其中百分之五十由聘僱人員於每月報酬中扣繳作為自提儲金；另百分之五十由聘僱機關學校提撥作為公提儲金。

7填列名冊時，請將人數欄改姓名欄，僅填列（1）（2）（3）（4）（5）（6）（7）（8）欄即可，經核定一年以上計畫，請於名冊備註欄註明係執行第幾年之計劃。

單位主管簽章：

表單編號：10-A01-V1

Explanation:

1. This process complies with the Implementation Principles for the Employment of Full-time Contract Faculty at Junior Colleges and Institutions of Higher Education and the Implementation Principles for National University Staff Recruitment Projects for Research, and Other Personnel.
2. The project duration is usually one year. Projects are implemented after approval by the school, and total personnel expenses required for each annual project plan should not exceed 30% of the operating funds of the previous fiscal year.
3. Each unit should prepare a project proposal and recruitment application when planning for the year ahead (before the end of October each year) or when additional plans need to be added during the year. Following approval of the unit head, personnel may be hired according to the regulations (the period of employment is calculated according to the academic year), and within one month after commencing employment a list of hired personnel and a contract should be filled out and submitted to the personnel office for review. A list of hired personnel should be submitted annually until the project is completed for projects that have been approved for more than one year.
4. The qualification and selection process for project-based teaching staff comply with the Act Governing the Appointment of Educators.
5. In accordance with the Salary Standards for Staff in National University and College Project Plans, personnel must possess the professional knowledge and skills required for their position as detailed in the required education, experience, and special skills descriptions.
6. 12% of the monthly salary will be deposited into a pension contribution, with 50% of that amount deducted from the project teacher's monthly pay and set aside as a voluntary pension contribution. The remaining 50% will be allocated by the school as a mandatory pension contribution.
7. When filling in this form, please change the column heading from "number of people" to "name". Only columns (1)-(8) need to be filled in. Please indicate which year of the plan is being implemented in the note column of the form for projects that have been approved for more than one year.

Signature of the Unit Supervisor: