



# TAIPEI AMERICAN SCHOOL

Human Resources Office  
 Taipei American School  
 800 Zhongshan North Road  
 Section 6  
 Taipei 11152, Taiwan ROC

## SUPPORT STAFF APPLICATION

### 職員工作申請表

Tel: 886-2-7750-9900 Ext. 309

[hr@tas.edu.tw](mailto:hr@tas.edu.tw)

Date: \_\_\_\_\_  
 申請日期(年/月/日)

Position applying for 申請職位名稱 \_\_\_\_\_

Have you ever worked for TAS? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Which department/position? \_\_\_\_\_  
 過去可曾在台北美國學校服務 如果有,何時? 請註明工作日期及職稱

#### PERSONAL INFORMATION (Please provide the information based on your official ID/Passport in PRINT)

個人基本資料 (請依據正式身份證件之資料, 如身份證或護照, 以正楷如實填寫)

Last Name 英文姓: \_\_\_\_\_ First Name 英文名: \_\_\_\_\_ Middle Name 英文中間名: \_\_\_\_\_

Preferred/Nickname 英文別名: \_\_\_\_\_ Chinese Name 中文姓名: \_\_\_\_\_

Do you have any of your personal documentation, educational or employment records that are under other than the above name?  
 If yes, please specify and provide the other name(s): 是否有身份證件、學歷或工作資料中使用其他名字或別名?  
 如果有, 請註明:  No 沒有  Yes 有: \_\_\_\_\_

Current Address 現在住址

Permanent Address 戶籍住址

Cell Phone 手機

Phone 聯絡電話

E-mail Address 電子郵件信箱

Nationality 國籍  ROC Citizen  Dual Citizen: \_\_\_\_\_ R.O.C. ID Card No. 中華民國身份證字號 \_\_\_\_\_ Date of Birth 出生年月日 YYYY/MM/DD \_\_\_\_\_  
 其他國籍請註明

If you are a non-ROC citizen, are you holding a valid Alien Resident Certificate?  Yes  No  
 如果申請者為非中華民國國民, 是否具有有效外籍人士在台居留證身份? 有 無

Complete Mandatory Military Service 可曾服兵役  Yes 是  No, please specify: 否 (請註明) \_\_\_\_\_  Exempted 免役

Marital Status 婚姻狀況  Single 單身  Married 已婚 Gender 性別  Male 男性  Female 女性

#### EDUCATION 教育程度

Institution's Name and Location (City / Country) 學校名稱及地點(城市/國家)	Major Course of Subject 科系	Dates Attended (Begin / End) 起迄期間(月/年-月/年)	Degree 學位

List skills relevant to the position applied for 請註明相關之工作技能及證照:

SKILLS For Office/Administrative positions only 針對申請辦公室/行政工作者的相關文書技能:

Computer Proficiency 電腦技能 Word for Windows  Excel  Others: \_\_\_\_\_

**Employment Record** 工作經驗 (請寫出最近三次之工作經驗，並附上一份個人之完整履歷表)

Starting with present or most recent, list your last three employers. It's required to provide a copy of your resume as the reference. Please complete this portion of the application as well.

Last or Present Employer 服務機構名稱	Title of Job Classification 職務
Address 地址	Dates Worked (Begin/End) 服務日期
Brief Description of Responsibilities 工作內容	
Employment Status 職務性質 <input type="checkbox"/> Full-Time 全職 <input type="checkbox"/> Part-time 兼職 <input type="checkbox"/> Others 其他_____	
Supervisor's Name and Title 主管姓名/職稱	Reason for leaving 離職原因
Last or Present Employer 服務機構名稱	Title of Job Classification 職務
Address 地址	Dates Worked (Begin/End) 服務日期
Brief Description of Responsibilities 工作內容	
Employment Status 職務性質 <input type="checkbox"/> Full-Time 全職 <input type="checkbox"/> Part-time 兼職 <input type="checkbox"/> Others 其他_____	
Supervisor's Name and Title 主管姓名/職稱	Reason for leaving 離職原因
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Address 地址	Dates Worked (Begin/End) 服務日期
Brief Description of Responsibilities 工作內容	
Employment Status 職務性質 <input type="checkbox"/> Full-Time 全職 <input type="checkbox"/> Part-time 兼職 <input type="checkbox"/> Others 其他_____	
Supervisor's Name and Title 主管姓名/職稱	Reason for leaving 離職原因
Have you ever been warned by an employer due to violation of employment requirements or misconduct? 您過去任職期間是否曾因違反公司紀律及規定，包含不當言行舉止等而遭雇主申誡處分嗎??	
<input type="checkbox"/> No 否	
<input type="checkbox"/> Yes, Please specify here: 是，請詳加說明	
_____	

Have you ever been asked to resign (involuntary termination)? 您過去任職期間是否曾被要求非自願性離職?

No 否

Yes, Please specify here: 是，請詳加說明

**Language Skills 語言能力**

Language	Speaking 說	Listening 聽	Writing 寫	Specific Language Certification 檢定考試
Mandarin 中文				
English 英文				

**REFERENCES** List three referees: at least two from direct supervisors or head of department/school, including one from current employer/or most recent if currently not employed, plus one who is not related to you and have knowledge of your experience, conduct and or qualifications.

請例舉三名推薦關係人的聯絡方式, 能提供本校了解您過去工作能力及表現, 至少包含二位直屬主管或者部門主管(其中一位必須是現任或是最近任職單位的直屬主管), 另外一位可以是了解您過去言行舉止、工作經驗、能力及表現的同事或朋友

Name 姓名	Title/Relationship 職稱/關係	Email Address 電子郵件信箱	Telephone Number 聯絡電話

May we contact your present employer?  Yes 可以  
我們可以聯絡你現在雇主嗎?  
 No 否, 請詳加說明  
(please specify: \_\_\_\_\_)

When would you be available to begin work? 可開始上班日期 \_\_\_\_\_

Does Taipei American School employ a relative of yours?  Yes  
你有朋友或親戚在美國學校服務嗎? 如果有請提供名字及關係 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

No

Have you ever studied at TAS? \_\_\_\_\_ If yes, when & your student or alumni ID number \_\_\_\_\_  
過去可曾在台北美國學校就讀 如果有, 請註明就讀時間並提供學生或校友證號

Have you ever been assigned with a TAS parent ID number? \_\_\_\_\_ If yes, please provide your ID number \_\_\_\_\_  
過去可曾有台北美國學校家長證號 如果有, 請註明家長證號

Please list additional work experience, practical skills, and personal relevant interests and activities:  
任何其它工作經驗, 興趣及個人嗜好等

I declare that I have no criminal record, am under no current indictment for a crime, and have at no time been warned by either an employer or a governmental authority in relation to a sexual offense or child abuse. I declare that there are no such proceedings pending against me at the date of this declaration. I understand that communications which I make on social media and in other public forms may reflect on Taipei American School, and on my ability to act as a role model and ethical leader for students. I certify that I have not to date made social media or other public communications which could be harmful to Taipei American School's educational mission or to the reputation of Taipei American School as an educational institution, or which could impair my ability to perform my educational duties, and that I will not do so while I am employed by Taipei American School. I hereby certify that the information provided on this application is true and correct; and that I understand any misrepresentation or omission of facts on my part will be justified for separation from Taipei American School, if employed. I understand that an employment offer may be contingent upon verification of credentials, employment experience, and any other information related to job performance. I acknowledge that any violation of the TAS employment requirement or omission of facts may result in termination of any further consideration of an application prior to the making of an offer of employment, revocation of any offer of employment if employment has not yet commenced, or the termination for cause under TAS Employment Contract if already employed when the violation or omission is discovered.

本人鄭重聲明, 本人並未牽涉有任何刑事、民事或犯罪案件、性騷擾及虐兒案件, 本人瞭解並保證從未在社群網站或大眾媒體上有發表任何足以影響台北美國學校之教學宗旨、校譽, 或者影響本人從事學校工作之不當言論及情事。本人了解如有任何虛報情事或有任何違背前述聲明之情事發生, 或者在錄取後有任何違背前述聲明之情事發生, 將可能構成員工聘僱合約所列因故終止理由條件之不當行為而得終止合約, 本人願受解職處分。

\_\_\_\_\_  
Signature 本人簽名

\_\_\_\_\_  
Date 日期

## Taipei American School Letter of Advice on Collecting, Processing and Using Personal Data 台北美國學校個人資料蒐集暨告知同意書

PLEASE READ THE FOLLOWING MESSAGE ON THE COLLECTION, PROCESS, AND USE OF PERSONAL DATA YOU ARE BEING ASKED TO SUBMIT IN THE TAIPEI AMERICAN SCHOOL (TAS) APPLICATION PROCESS.

YOU WILL BE ASKED TO AUTHENTICATE YOUR IDENTITY AND PROVIDE A SIGNATURE/ELECTRONIC RECORD THAT WILL SERVE AS YOUR WRITTEN CONSENT TO THE COLLECTION, PROCESS, AND USE OF YOUR PERSONAL DATA.

### THE PURPOSE OF PERSONAL DATA COLLECTION

TAS collects personal data for the purpose of processing your job application and the establishment and maintenance of the Human Resources and Employee records if the application is accepted. Personal data will also be used to ensure our compliance with any applicable Republic of China regulations. Individual-identifying personal data will not be made public in any way without written permission. After an applicant is accepted, personal data provided may be used by TAS personnel for regular contact.

### THE CLASSIFICATION OF PERSONAL DATA

You will be asked to submit personal identifying data for the application process, including but not limited to full names, phone numbers, email addresses, physical addresses, passport information, visa or Republic of China residency permit information, family or marriage status, educational background, occupation, employment history, medical information, criminal records, other identifying information which may be used to identify you, both directly and indirectly and his/her dependents.

### TIME PERIOD, AREA, TARGET AND METHOD OF USING PERSONAL DATA

- Time Period: If an application is declined, the personal data submitted will be retained for a one year time period for future opening considerations.
- Area: The personal data will be collected, processed, and used by TAS in the territory of Taiwan.
- Target: TAS will not transmit or transfer any private personal data to other organizations, individuals, or private business, unless it is legally required upon request to cooperate with the investigation of a judicial authority, or TAS has contractual relationships with those entities. If personal data is transmitted or transferred to third parties as a result of legal requirements or contractual obligations, TAS will ensure that recipients of personal data employ the same level of personal data protection as required by law.
- Method: The data will be collected through the job application and stored digitally in the TAS Human Resources systems. Upon an applicant's acceptance, personal data may be transferred to additional systems within TAS for the purposes afore mentioned.

### YOUR RIGHTS UNDER PERSONAL DATA PROTECTION ACT (ACT)

You may exercise the following rights in accordance with Article 3 of the ACT, including:

- You may raise any inquiry, request review, or duplication of your personal data. TAS may charge you the necessary expenses incurred for such service.
- You may request TAS to supplement or correct the personal data, but you should provide appropriate explanation.
- You may request TAS to discontinue collecting, processing or using your personal data, and delete the personal data except for what may be necessary for TAS to perform its legal duties or school operation under the relevant laws.
- If you wish to exercise the aforesaid rights, you may make the request to hr@tas.edu.tw and we will proceed with it per your request.

### YOU MAY CHOOSE NOT TO PROVIDE YOUR PERSONAL DATA

- You may choose not to provide your personal data to TAS. However, if you so choose, or request to discontinue collecting, processing, or using your personal data, or to delete your personal data, TAS has the discretion to decline your application.

WITH THE ABOVE PRIVACY NOTICE, I HEREBY ACKNOWLEDGE AND UNDERSTAND TAS'S PURPOSES AND METHODS OF COLLECTING, PROCESSING, OR USING MY PERSONAL DATA. BY MAKING AN APPLICATION AND AUTHENTICATING MY IDENTITY THROUGH THE SIGNATURE/ELECTRONIC RECORD BELOW, I AM PROVIDING MY WRITTEN CONSENT TO THE COLLECTION, PROCESS, AND USE OF MY PERSONAL DATA. I ALSO AGREE WITH ANY OF TAS'S SUBSEQUENT AMENDMENTS TO THE PRIVACY NOTICE PROMULGATED ON THE TAS WEBSITE.

請閱讀以下有關台北美國學校 (TAS) 在您提交申請之過程中, 將會向您蒐集、處理並使用您個人資料之訊息。您將以書面方式(含電子文件)驗證您的身份並提供您的簽名/電子文件, 即表示您同意本校蒐集、處理與使用您的個人資料。

#### 蒐集個人資料的目的

TAS 蒐集個人資料旨在處理您的工作申請, 並在申請獲准時, 建立和維護人力資源與服務記錄。個人資料也將用來確保本校遵守任何適用於中華民國的相關法規。未經書面同意, 個人資料將不得以任何方式公開。申請獲准後, 所提供的個人資料則可能作為 TAS 常規性的聯絡之用。

#### 個人資料的類別

申請過程中, 您會被要求提交個人身份資料, 包括但不限於全名、電話號碼、電子郵件地址、居住地址、護照資料、簽證或中華民國居留證的資訊、家庭、婚姻狀況、教育背景、職業、工作經歷、醫療資訊、犯罪前科、其他直接或間接得以辨識您本人之個人資料, 以及家屬資料。

#### 個人資料的使用期間、地區、對象及方式

- 期間: 如果申請被拒, 所提交的個人資料將被保留壹年作為未來考慮之用。
- 地區: 個人資料將由 TAS 在台灣之領土蒐集、處理和使用。
- 對象: TAS 不會將個人資料發送或轉移給其他組織、個人或民營企業, 除非是基於法律規定以配合司法當局的調查, 或 TAS 與這些單位有契約關係。如果個人資料因法律規定或契約義務被發送或轉移給第三方, TAS 將確保收受個人資料者, 使用的個人資料保護程度符合法律規定。
- 方式: 此資料將透過申請表取得並以數位方式儲存在 TAS 人力資源系統。申請人被雇用後, 個人資料可能會被轉移到 TAS 其他系統內作為上述提及之目的使用。

#### 個人資料保護法賦予您的權利

根據個人資料保護法第 3 條, 您可以行使下列權利, 包括:

- 您可以提出查詢、請求閱覽、或複製您的個人資料。TAS 可能會向您酌收該項服務的必要費用。
- 您可以要求 TAS 補充或更正您的個人資料, 但您應當提供適當的解釋。
- 除了根據相關法律, TAS 可能必須履行其法定責任或學校運作外, 您可以要求 TAS 停止蒐集、處理或使用, 並刪除您的個人資料。
- 若您擬行使上述權利, 可透過本校 hr@tas.edu.tw 電子郵件信箱提出申請, 本校將依您之請求辦理後續相關事宜。

#### 您可以選擇不提供您的個人資料

您可以選擇不向 TAS 提供您的個人資料。但是, 如您做出此選擇, 或要求停止蒐集、處理、使用您的個人資料, 或要求刪除您的個人資料, 則 TAS 有權酌情拒絕您的申請。

以上述隱私聲明, 茲承認並瞭解 TAS 的目的和蒐集、處理或使用本人個人資料的方法。本人謹藉下列簽名/電子文件提交申請書與驗證我的身份, 並書面同意貴校蒐集、處理與使用我的個人資料。我也同意任何 TAS 頒布於網站的隱私聲明及之後的修訂。

#### 簽名和日期