

Sender

Applicant Entity:

Address:

Contact:

Tel:

Workforce Development Agency (Foreign Professional Employment Application)

☐ ☐ ☐ No. 39 Zhonghua Rd. 10Fl., Zhongzheng Dist., Taipei City

*Please check document checklist personally(Please arrange application documents according to the following sequence. If attached documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity or company owner.)

* Please attach the required documents according to the application job items. As for the detailed required documents, please refer to EZ WORK TAIWAN of our official website for more information. (address: <https://ezworktaiwan.wda.gov.tw/en>)

☐ New Hire

- ☐ 1 Application form(s) (fill in examination fee information)
- ☐ 2 Photocopy of the company owner’s ID card
- ☐ 3 Photocopies of the certificates of the company registration/business registration, license for specially permitted business, etc.
- ☐ 4 Copy or photocopy of the employment contract
- ☐ 5 Name List of the employed foreign workers.
- ☐ 6 Photocopy of the valid passport or alien residence permit of the employed foreign worker
- ☐ 7 Additional attachments (please according to the application job items fill in)
 - ☐ ① i.e. Minor foreigner, legal representative employment consent documents.
 - ☐ ②
 - ☐ ③
 - ☐ ④
 - ☐ ⑤

☐ Extension

- ☐ 1 Application form(s) (fill in examination fee information)
- ☐ 2 Copy or photocopy of the employment contract
- ☐ 3 Name List of the employed foreign workers (photo required)
- ☐ 4 Photocopy of the valid passport or residence permit of the employed foreign worker
- ☐ 5 Photocopy of original employment permit
- ☐ 6 Additional attachments (please according to the application job items fill in)
 - ☐ ①
 - ☐ ②
 - ☐ ③
 - ☐ ④
 - ☐ ⑤

☐ Supplement

- ☐ 1 Original application no. ()
- ☐ 2 Supplemental documents (please fill in)
 - ☐ ①
 - ☐ ②
 - ☐ ③
 - ☐ ④
 - ☐ ⑤

☐ Dismissal

- ☐ 1 Application form(s)
- ☐ 2 Photocopy of original employment permit
- ☐ 3 Employer/worker mutual agreement to terminate contract
- ☐ 4 Front/back photocopy of valid residence permit.