**聘僱外國專業人員工作許可申請書 (D00-補習班外國語文教師專用)**

**Foreign Professional Personnel Employment Work Permit Application**

單位章

單位（雇主）名稱： 單位印章：

Entity（Employer）Name Entity Seal

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| **案件資訊 Application Information** |
| 工作類別Category | D.短期補習班之專任外國語文教師Full-time language teacher at a short-term class | 申請項目Application Type | （單選 Choose One）□ 新聘New Hire□ 展延Extension  原許可文號permit No.\_\_\_\_\_□ 補件Supplement□ 提前解聘Early Dismissal 原許可文號permit No.\_\_\_\_\_□ 補發Re-issue 許可文號 permit No.\_\_\_\_\_\_□ 其他Other： |
| 工作項目Job Item | □ 01英文English □ 02日文Japanese□ 03德文German □ 04西文Spanish□ 05法文French□ 99其他語文Other |
| 繳費資訊Application fee | 繳費日Payment date | 年 月 日 （Y） （M） （D） | 郵局局號  Branch code |  |
| 劃撥收據號碼(8碼)或交易序號(9碼)Receipt No.(8 digits) or transaction No.(9 digits) |  |
| 本申請案回函投遞地址 Application Return Address | □□□ | 縣(County)市(City) | 鄉鎮(Town)/市(City)區(District)  |
| 路(Rd.) 段(Sec.) 　 巷(Lane) 　　 弄(Alley) 　 號(No.) 　 樓(F.)街(St.) 　 |

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| □ **本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。** Please check if this application has been entrusted to a private employment services agency and please fill out the following information. |
| 1.受委託私立就業服務機構名稱： Name of commissioned private employment services agency單位章2.許可證字號License No.： 3.專業人員Specialist： （須親自簽名must sign personally） 4.聯絡電話Contact Tel： |  （單位圖記Chop）負責人章 |

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| **□ 本申請案回函欲親自取件者請打「ˇ」並加附【親自領件聲明書】。** **Check for in-person document pickup and attach【In-person Document Pickup Declaration】** |

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| **收文專用區Document Reception Use Only** |
| 收文章 |  | 收文號 |  |

**聘僱外國專業人員工作許可申請書 (D00-補習班外國語文教師專用)**

**Foreign Professional Personnel Employment Work Permit Application**

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| **雇主資訊 Employer Information** |
| 單位名稱Entity Name |  |
| 單位統一編號Entity Tax ID No. |  | 單位章及負責人章 Seals of Entity and Owner負責人章單位章 |
| 負責人Owner |  |
| 行業類別代碼Industry Category Code | 859 其他教育業 |
| 雇主資格Employer Qualification | □ 依補習及進修教育法立案之短期補習班 A short-term class registered for supplementary schooling in accordance with the Supplementary Education Act. |
| 連絡人Contact | 姓名Name |  | 電話Tel |  | 傳真Fax |  |
| 姓名Name |  | 電話Tel |  | 傳真Fax |  |
| Email： |
| 本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)：Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension): |
| 補發切結 (補發務必勾選) Affidavit of Re-issuance (necessary for Re-issue)□ 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。 I applied re-issuance due to accidently lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility. |

**受聘僱外國人名冊 (D00-補習班外國語文教師專用)**

**Employed Foreign Worker Name List**

單位章

單位（雇主）名稱： 單位印章：

Entity（Employer）Name Entity Seal

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| **No.1** |
| 英文姓名English Name | SurnameGiven name | 性別Gender |  | 國籍（或地區）Nationality (or region） |  |
| 出生日期Birthday | **西元（A.D.）** 年（Y） 月（M） 日（D） |
| 中文姓名Chinese Name |  | 最高學歷Highest Level of Education | □ 博士Ph.D □ 碩士MA □ 學士BA □ 專科Vocational□ 高中(含)以下High School or less |
| 護照號碼Passport No. |  |
| 行動電話號碼Mobile number |  | 電子郵件信箱E-mail |  |
| 申請聘僱期間Employment Period | **起From** **迄To**年（Y） 月（M） 日（D）**～** 年（Y） 月（M） 日（D） |
| 每週教學時數Number of hours teaching per week |  | 職業類別代碼Occupation Category Code | 239 | 每月薪資Monthly Salary | 新臺幣NT$ |
| 工作內容Job Description |  | 工作地址Working Address |  |
| 備註Note |  |

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| **No.2** |
| 英文姓名English Name | SurnameGiven name | 性別Gender |  | 國籍（或地區）Nationality (or region） |  |
| 出生日期Birthday | **西元（A.D.）** 年（Y） 月（M） 日（D） |
| 中文姓名Chinese Name |  | 最高學歷Highest Level of Education | □ 博士Ph.D □ 碩士MA □ 學士BA □ 專科Vocational□ 高中(含)以下High School or less |
| 護照號碼Passport No. |  |
| 行動電話號碼Mobile number |  | 電子郵件信箱E-mail |  |
| 申請聘僱期間Employment Period | **起From** **迄To**年（Y） 月（M） 日（D）**～** 年（Y） 月（M） 日（D） |
| 每週教學時數Number of hours teaching per week |  | 職業類別代碼Occupation Category Code | 239 | 每月薪資Monthly Salary | 新臺幣NT$ |
| 工作內容Job Description |  | 工作地址Working Address |  |
| 備註Note |  |

**填表及書面送件須知 (D00-補習班外國語文教師專用)**

**Guidance Notes**

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| **申請書 Application Form** |
| 欄位 Field | 填寫方式及說明 Guidance |
| 單位(雇主)名稱Entity Name | 請填寫單位中文全名。Please enter full entity name in Chinese. |
| 申請項目Application Type | 若係申請資料異動，請勾選「其他」，並填寫異動事由。If you apply for changing information, please tick “other” and include the reason. |
| 繳費資訊Application fee | 白郵局局號Branch code郵局收據編號 (8碼) Receipt No.(8 digits)繳費日期Payment date |
| 交易序號transaction No.郵局局號Branch code繳費日期Payment date |
| 負責人Owner | 請填寫單位負責人(代表人)之姓名。Please enter the name of the owner. |
| 單位統一編號Entity Tax ID No. | 若係首次提出申請，請檢附統一編號編配證明。For those employers that submit application for the first time, allocation notice of unified business number shall be attached  |
| **受聘僱外國人名冊 Employed Foreign Worker Name List** |
| 欄位 Field | 填寫方式及說明 Guidance |
| 工作內容Job Description | 請具體描述外國人所擔任職務之工作內容。Please describe specifically the tasks or duties of the position. |
| 工作地址Working Address | 外國人工作地址應與補習班立案證書所載地址相同。The working address should be the same as the registered address of the entity (employer). |
| **其他注意事項 Others** |
| 申請方式Methods of application | 1.網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。2.經勞動部同意採書面送件方式申請： (1)由專人送至機關收件櫃台辦理。 (2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。 (3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。3.可親自辦理或委託私立就業服務機構辦理。1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: <https://ezwp.wda.gov.tw/>.2. Application via written correspondences:  i. Personally delivered Application to Reception Counter No. 6 for processing. ii Mail application via registered mail. iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.3. Application can be completed personally or entrusted to a private employment service agency. |
| 申辦作業時間Application processing time | 1.網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。2.書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。1. Application submitted online  7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria. 2. Application submitted in person  12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria |
| 審查費繳交Examinationfee payment | (新聘及展延每案新臺幣500元；補發每案新臺幣100元)1.利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：190588482.至機關收件櫃台現場繳交。（New hire and Extension NT $500 per case；Re-issue NT $100 per case）1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).2. Payment to the Reception Counter.  |
| 應備文件Documents required | 1.請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。2.書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner. |
| 親自取件In-person Document Pickup | 1.如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。2.於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail. |
| 申辦進度查詢Application status  | 請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。You can check the status at the website of EZ Work Taiwan > Application Status. |
| 機關網站與聯繫Officail Websites & Contact | 1.勞動部勞動力發展署 Workforce Development Agency, MOL<https://www.wda.gov.tw>2.外國人在臺工作服務網 EZ Work Taiwan<https://ezworktaiwan.wda.gov.tw>3.外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional<https://ezwp.wda.gov.tw>4.諮詢電話 Support Hotline：（02）899560005.機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter：No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City |