

慈濟學校財團法人慈濟大學附屬高級中學
109 學年度外籍英語約聘教師甄選簡章
Tzu Chi Senior High School

Application Instruction for Foreign English Teacher

壹、依據：教師法、教育人員任用條例、高級中等以下學校教師評審委員會設置辦法等相關法令規章辦理。

Thank you for considering Tzu Chi Senior High School as one of your teaching options. We hope this guide will be helpful as you begin your application. We wish you the best and look forward to learning more about you.

貳、甄選種類及名額：

外籍英語約聘教師：正取 2 名，備取若干名，聘期自 109 年 8 月 1 日起至 110 年 6 月 30 日止。

(一) 每週授課基本節數 18 節(超過節數，每節付給新台幣 685 元)，主要以英語課程、英語體驗活動及協助推展英語學習活動等為主，並需參加學校教學研究會議及活動，接受學校彈性配課，完成交付任務。

(二) 待遇：月薪為新台幣 62,720 元(學士)或新台幣 69,965 元(碩士)，並依法投保全民健康保險及勞工保險(部分費用需自行負擔)。

I. Job Description

Foreign English teacher: We will officially select two candidates, along with a number of waitlisted candidates should the first candidate decline our offer. The contract will be effective from August 1st, 2020 to June 30th, 2021.

1. There will be 18 classes per week (a compensation of NT\$685 per class will be awarded should classes exceed the affirmed 18 classes), with the main focus on English language acquisition with a strong leaning towards activity-based learning. The teacher is required to attend the department meetings, help organize English learning activities, and carry out duties assigned by the school.
2. Salary : The monthly salary will be NT\$62,720 for those holding a bachelor's degree and NT\$69,965 for those who possess a master's degree. Every teacher is required to participate in the National Health Insurance program and Labor Insurance program, and the school will pay for the employer's portion of health insurance and labor insurance premium, which account for 30% and 20% of the total bill.

參、甄選資格：

一、基本資格：

(一) 外籍人士(依護照認定)，母語為英語。

(二) 無犯罪紀錄(請提出該國主管機關出具證明文件)、無教育人員任用條例第 31 條、第 33 條及教師法第 14 條所列各款情事之一及有損師道之不良紀錄。

- (三) 認同慈濟教育理念並願意接受相關之團體規範及活動(如：全時上班、服儀規定、參加人文營、合心共識營、從事志業活動、校內一律素食等)。
- (四) 具日常生活與人際溝通之能力，能了解並尊重我國文化，遵守我國法律。

二、應甄資格：

- (一) 國內外大學畢業並具該國教師證(應提出文憑及相關證明文件，請附中文及駐外單位查證屬實之證明)。
- (二) 具備發音標準且口齒清晰之教學能力。
- (三) 具以英語為母語或第二語言之英語教學經驗者優先聘用。

II. Qualifications:

1. Applicant needs to

- (1) Be a citizen of foreign nationality holding an overseas passport, and a native speaker of English.
- (2) Apply to the designated authority for a valid criminal record check in your country. The applicant must have a clean record in both your home country and Taiwan.
- (3) Respect Tzu Chi's principles of education, and be willing to accept group norms, such as: staying on campus during school hours, respecting the dress code, and participating in a number of activities sponsored by the school, Tzu Chi Foundation and its affiliates. In addition, only a vegetarian diet is allowed on campus.
- (4) Be able to communicate openly with others, prepare to adapt to the culture of Taiwan, and obey Taiwanese laws.

2. Applicants shall:

- (1) Hold at least a bachelor degree and a teaching certificate. Please submit diploma and relevant documents with certified Chinese translation. The documents should be notarized by the Taipei Economic and Cultural Representative Office in your country beforehand.
- (2) Have the ability to teach English, especially with correct and clear pronunciation. Those who have experience in teaching English will be considered first.

肆、甄選日期及方式

一、甄選日期：擇期另行通知。

二、甄選方式：甄選方式含試教(佔總成績 60%)及口試(佔總成績 40%)二部分，試教結束隨即口試。

(一) 試教注意事項：

- 1. 教學內容由試教者自編國中英語課程進行試教。
- 2. 試教時間以 20 分鐘為原則。
- 3. 試教者書寫教學活動設計簡案，並影印 3 份，於試教前繳交。
- 4. 相關教具由應試者自備。

(二) 口試注意事項：

1. 口試時間每人 20 分鐘。
2. 內容含自我介紹、慈濟人文、個人教學專業知能、班級經營、教育理念、工作態度、反應及表達能力、專長為主要範圍等項綜合評定，得攜帶個人教學成果資料或教學檔案供口試委員參考評閱。

III. Teaching Demonstration and Interview:

1. Date: date to be advised.
2. The teaching demonstration accounts for 60% of the total score, and the interview accounts for 40%. The interview will be followed by the teaching demonstration.

(1) Teaching demonstration:

- ✓ Contents and programs for the junior high school students shall be designed by the applicant.
- ✓ Time for the demonstration is about 20 minutes.
- ✓ Please provide three copies of your lesson plan beforehand
- ✓ Teaching aids can be used.

(2) Interview:

- ✓ No more than 20 minutes.
- ✓ Covers self-introduction, Tzu Chi humanitarianism, professionalism in teaching, classroom management strategies, teaching principle, working attitude, communication skills, and professional development. Please provide other relevant teaching materials and files, if they are available.

伍、報名方式：

- 一、簡章索取：即日起請自行至本校網頁（<http://www.tcsh.hlc.edu.tw/default.asp>）下載。
- 二、報名時間：即日起至 109 年 7 月 7 日(二)止（郵戳為憑）。
- 三、報名地點：慈濟大學附屬高級中學人事室（97074 花蓮市介仁街 178 號，洽詢電話：03-8572823 分機：104、109）。
- 四、報名方式：掛號郵件報名。

IV. The Application Process:

1. Download and complete the application form from the following web link:

<http://www.tcsh.hlc.edu.tw/default.asp>

2. Deadline: July 7th, 2020.

3. Contact:

The Personnel Department
178, Jie-Ren St
Hualien, Taiwan 97074
Phone: (03)857-2823, ext. 104

E-mail: sheep@mail.tcu.edu.tw

(3) You may send your application by registered mail .

陸、報名程序：

- 一、繳交報名表乙份（請至本校網站 <http://www.tcsh.hlc.edu.tw/default.asp> 下載）及本人最近三個月內二吋半身脫帽正面照片 1 張，請自行黏貼於報名表。
- 二、繳驗證件及相關文件如下（請備 A4 影印本各乙份，依序裝訂成冊備查）：
 - （一）護照影本。
 - （二）學、經歷證件（最高學歷畢業證書、服務證明書及其他與教師資格有關之證件）。
 - （三）自傳（請以 Word 繕打，800~1200 字內容應包含個人經歷、個人專長、教學理念、教學工作經驗、榮譽事蹟、曾經參與之社團活動、選擇中學的動機及工作期許）。
 - （四）特殊專長證明：著作、各項指導獎或參加獎、獎狀及獎懲令、聘書或證明、教學觀摩、教育有功人員、特殊優良教師等(無者免繳)。

V. The Documents to be submitted:

1. Application form (with passport size photo attached)
2. Copy of passport
3. Copy of school diploma or graduate certificate from the highest degree, copy of teaching certificate, and other relevant documents.
4. Autobiography: Please use Microsoft Word or other software to write an autobiography between 800 and 1,200 words, including your life experiences, expertise, teaching principles, teaching experience, honors, participation in student clubs and community services, your motivation for teaching in the high school, and your expectations regarding this job.
5. Other documents: Publications, special awards for guiding the students in competitions, school recognitions and acknowledgements, teaching demonstrations, outstanding staff awards, or outstanding teaching awards etc.

柒、錄取及聘用之注意事項：

- 一、錄取名單（含正、備取人員）於辦完教師甄選後公告本校網頁（網址慈大附中 <http://www.tcsh.hlc.edu.tw/>）。
- 二、經甄選獲本校錄取之教師應於本校通知日，於上班時間內至本校人事室辦理報到手續，**簽訂聘書並繳交應聘同意書，逾期未報到者視同放棄，並由備取人員中依序遞補。**
- 三、報到時須繳交報名時所繳之證件正本、原服務學校同意離職證明書（非現職教師免），否則取消聘任資格。

VI. Notification of the Successful Applicant:

1. Notification: The school will post the list of successful applicants in the school lobby, or you can view the result by logging on to the website <http://www.tcsh.hlc.edu.tw/default.asp>.
2. The successful applicant shall come to the Personnel Department in person on the date

specified to sign the employment contract and the confirmation of intention to teach. Failing to show up is regarded as indicating no intention to teach at this school.

3. Please provide the originals of all documents specified in item V. If you are teaching in a school, please submit a letter of consent from the school for your resignation.

捌、聘用：

- 一、錄取人員，經提報本校教師評審委員會審查通過後列冊，依規定由校長聘任之。
- 二、本校如發現錄取人員（含正取及備取）之檢附證件係為偽造、變造或不符資格者，得隨時解聘並依法處理。

VII. Hiring:

1. The school welcomes the successful applicant wholeheartedly.
2. The school shall terminate the contract immediately shall any documents provided by the applicant is proven fraud.

玖、附則：

- 1、錄取人員應聘後須配合學校契約書。
- 2、教師應依所通知時間辦理正式報到。
- 3、錄取人員繳驗各項證件，如有偽造不實或無法辦理教師敘薪者，縱因甄選前後未能發現而予錄取，一經查證屬實，應立即予以無條件解聘，不得異議。
- 4、教師應參與學校課程教材之研發，並參加學校所安排之研習課程。
- 5、慈濟教育志業教師上班一律穿著制服，在校餐食及外出穿著制服時一律素食。
- 6、本校提供單身套房宿舍申請，每月繳交 2,000 元（含水電），但冷氣費用另計。
- 7、錄取之新進教師，一律參加本校「教師專業發展評鑑計畫」。
- 8、錄取人員依學歷敘薪資。
- 9、如遇天然災害或不可抗拒之因素，而致甄試、報到日程需作變更，依本校公告為憑（網址 <http://www.tcsh.hlc.edu.tw/>）。
- 10、本簡章如有未盡事宜，依相關法令規定及本校教師甄選委員會決議辦理，如有補充事項，公告於本校公告為憑（網址 <http://www.tcsh.hlc.edu.tw/>）。

IX. Other:

1. The successful applicant shall abide by the employment contract.
2. The successful applicant shall come to the Personnel Department on the date specified.
3. Upon discovering any falsified document, the school shall terminate the employment contract immediately.
4. Every teacher shall work with other teachers in the development of teaching materials, and take part in any education and training sessions organized by the school.
5. Every teacher is required to wear the school uniform during school hours. Only a vegetarian diet is allowed on campus. The teacher is required to follow a vegetarian diet as long as he/she wears the school uniform either on-campus or off-campus.
6. Living in the school dorm, a single teacher needs to pay a monthly rental of NT\$2,000, utilities included except for A/C bills.
7. The successful applicant shall participate in the program of “professional development for

- the teachers” on an ongoing basis.
8. The salary of the successful applicant is based on his/her highest level of education.
 9. In case of the natural disasters or unavoidable incidents, please log on to the website <http://www.tcsh.hlc.edu.tw/> for information regarding reschedules of teaching demonstration and interview, or the date of coming to the Personnel Department.
 10. Other issues not covered above shall be resolved by the Selection Committee and according to the rules and regulations. Please log on to <http://www.tcsh.hlc.edu.tw/> for any further details.

慈濟學校財團法人慈濟大學附屬高級中學
109 學年度外籍英語約聘教師甄選報名表
Foreign English Teacher Application Form

准考證編號	(本校填寫)			
姓名 Name		居留證號 Residential Certificate No.		浮貼一張最近 三個月內拍攝 之二吋彩色脫帽 半身正面相片 2.5" Passport photo x1
出生年月日 Date of Birth	年 月 日 Year/Month/Date	護照號碼 Passport No.		
性別 Gender	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女	婚姻 Marital Status	<input type="checkbox"/> Married 已婚 <input type="checkbox"/> Single 未婚	
聯絡電話 Telephone Numbers	住家(Home): 手機(Cellular):			
通訊地址 Mailing Address				
E-MAIL				
緊急聯絡人 Emergency Contact	姓名: Name:	電話: Telephone:		
學歷 Degree	校 名 Name of Institute	系 所 Department	起 迄 年 月 Duration of Study	
大學 Undergraduate			年 月 至 年 月 From to	
研究所 Graduate			年 月 至 年 月 From to	
			年 月 至 年 月 From to	
教師證書 Teaching Certificate		發證日期 Date of Issuance:	證書字號 Certificate Number:	
工作經歷 Working Experiences				
服務機關學校 School/Institute	職稱 Title	服務期間 Duration of Work	離職原因 Reason for Leaving	近年考核 (有考核者務請詳列)
				學年
				學年
				學年
				學年
				學年
填表人簽章: Signature		填表日期: 年 月 日 Date:		

Please make sure that the following documents are submitted:

1. Application form (with passport size photo attached)
2. Copy of passport
3. Copy of school diploma or graduate certificate from the highest degree, copy of teaching certificate, and other relevant documents.
4. Autobiography: Please use Microsoft Word or other software to write an autobiography between 800 to 1,200 words, including your life experiences, expertise, teaching principles, teaching experience, honors, participation in student clubs and community services, your motivation for teaching in the high school, and your expectations regarding this job.

慈濟學校財團法人慈濟大學附屬高級中學
109 學年度外籍英語約聘教師甄選
報名表各項證件影本封面

Name		No.	
報 考 資 格 影 本			
編 號	證 件 名 稱	核 對	
1	報名表 Application form		
2	自傳 Autobiography		
3	護照影本 Copy of Passport		
4	學歷證件影本 Copy of the school diploma or graduate certificate from the highest degree		
5			
6			
7			
教學經歷表現及專長證明影本			
編 號	證 件 名 稱	核 對	
1			
2			
3			
4			

*不敷填寫，請自行影印裝訂於證明文件上。