

臺北市信義區三興國民小學

Taipei Municipal San Xing Elementary School

英語情境中心外籍英語教師甄選簡章

Application Instruction for English Village Foreign English Teacher

一、依據：教師法、教育人員任用條例等相關法令規章辦理。

I. Basis:

The Teachers' Act, the Act Governing the Appointment of Educators, and other relevant Acts or Regulations.

工作內容：

- (一)甄選種類及名額：外籍英語教師：正取 2 名，備取若干名，聘期自 114 年 8 月 2 日起至 115 年 7 月 31 日止。
- (二)每週授課節數至多 20 節，以英語課程、英語體驗活動、協助推展英語學習活動、外校巡迴服務等為主，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。
- (三)待遇：依臺北市政府教育局引進外職英語教學人員計畫附錄 B「外職英語教師待遇標準表」支給。

II. Job Description:

Foreign English teacher:

1. We will officially select two candidates and several waitlisted candidates as backup options in case the first candidate declines our offer. The employment period will be effective from August 02, 2025, through July 31, 2026.
2. The number of classes shall not exceed twenty (20) periods per week, each lasting forty (40) minutes. The main focus will be on English language acquisition, emphasizing activity-based learning. The teacher must attend all intra- and inter-school teaching activities and meetings, if any, assist in organizing English learning activities, and perform duties assigned by the school and Taipei City Government.
3. Salary: Please refer to Appendix B of the contract, which contains the Table of Standard Salary Rates for Foreign English Teachers.

二、報名資格 Eligibility：

- (一)申請之外籍英語教師，其護照國籍之官方語言為英語。

The official language of the nation (as indicated by the nationality on the passport) where the applicant is from must be English. The identification of a nation's official language is issued by the Ministry of Foreign Affairs, Republic of China (Taiwan).

- (二)已取得獲認可之大學學士學位或更高學歷。

The applicant must possess a bachelor's degree or higher from an accredited university or college.

以教育部外國大學校院參考名冊查詢系統所列校院為限。

The list of accredited universities and colleges is based on the Database for the Reference List of Foreign Universities from the Ministry of Education, Republic of China (Taiwan) website. ([list](#)).

學位如係以遠距教學方式取得者，依國外學歷採認辦法及大學遠距教學實施辦法，其修習遠距教學學分數不得超過畢業總學分二分之一。

Distance learning courses shall not exceed one-half of the total course hours.

若學歷係屬於公告之 25 個國家核發者，須經我國駐外館處之驗證。

If the degree comes from any of the 25 countries listed below, it must be authenticated by the R.O.C. embassies and missions in the country that issued the degree.

These countries include Afghanistan, Algeria, Bangladesh, Bhutan, Myanmar, Cambodia, Cameroon, Cuba, Ghana, Iran, Iraq, Laos, Nepal, Niger, Nigeria, Pakistan, Senegal, Somalia, Sri Lanka, Syria, the Philippines, Thailand, Vietnam, Malaysia, and Indonesia, according to Lao-Dong-Fa-Guan N. 10805088081.

(三) 已取得政府核發之合格教師證書。

The applicant must possess a valid government-issued teaching license or certificate.

(四) 若為代課性教師證：其受聘僱期間必須於代課性教師證之有效期間。

The teaching license of a substitute teacher must be valid for the entire duration of the applicant's employment.

(五) 收件日前半年內申請之全國性無犯罪紀錄行為良好證明。

Applicants should submit a nationwide police check or clearance from the appropriate authorities in their home country or the country of current residence, issued within six months before applying.

(若行為良好證明文件係屬於公告之 25 個國家作成者，須經我國駐外館處之驗證。 If the criminal record certificate or police check comes from any of the 25 countries listed above, authentication by the R.O.C. embassies and missions in the issuing country is required.

三、甄選資格：

(一) 基本資格：

1. 外籍人士（依護照認定），母語為英語。
2. 無犯罪紀錄、無教育人員任用條例第 31 條、第 33 條及教師法第 14 條、第 15 條所列各款情事之一及有損師道之不良紀錄。
3. 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：

1. 國內外大學畢業並具該國教師證。
2. 英語為母語或官方語言，具備發音標準且口齒清晰之教學能力優先聘用。

III. Qualifications:

1. The applicant needs to

- (1) Be a citizen of foreign nationality holding an overseas passport and a native speaker of English.
- (2) The applicant must have a clean criminal record in both their home country and Taiwan (ROC). Furthermore, the applicant must have no record of violating Articles 14 and 15 of the Teachers' Act (<https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=H0020040>) and the Act Governing the Appointment of Educators, Articles 31 and 33 (<https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=H0150017>) in Taiwan (ROC).
- (3) Communicate openly with others, adapt to the culture of Taiwan (ROC), and comply with the laws of Taiwan (ROC).

2. The applicant must:

- 1) The applicant must hold a bachelor's degree or higher and a valid teaching certificate. Please submit your diploma and all relevant supporting documents.
- (2) English must be the applicant's native or official language. Preference will be given to candidates who demonstrate clear articulation and have prior teaching experience.

四、甄選日期及方式

- (一)甄選日期：第一招：114 年 5 月 29 日上午 8 時 50 分前報到，9 時開始進行口試。(臺灣時間)
- (二)甄選方式：口試及教學演示
 1. 教學演示注意事項：
 - a. 教學演示每人 15 分鐘。
 - b. 請以數位簡報輔助教學。
 2. 口試注意事項：
 - a. 口試時間每人 15 分鐘。
 - b. 內容含教學成果資料或教學檔案 50%、自我介紹及個人教育理念教學專業知能(20%)、班級經營及工作態度 20%、專長及其它特殊表現 10%，得攜帶個人檔案供口試委員參考評閱。
- (三)線上應試：應聘者如在海外，可透過線上進行應試。

IV. Interview:

1. Date:

1st recruitment interview: May 29, 2025. Please register at the personnel office by 8:50 a.m. The interview will start at 9:00 a.m. in Taiwan Time.

2. The interview process:

The interview will consist of two components: **a teaching demonstration** and **an oral panel interview**, which are listed below.

A: Teaching demonstration:

- a: Duration: 15 minutes
- b: The applicants should incorporate digital presentations or other materials, such as PowerPoint or Canva, to enhance and support the teaching during the demonstration.

B: An oral panel interview

- a: Duration: 15 minutes
 - b. Grade Rubric:
 - 1. Teaching performance and professionalism: 50%
 - 2. Self-introduction, teaching principles, and professional knowledge: 20%
 - 3. Classroom management and work ethic: 20%
 - 4. Other qualifications, such as expertise in related fields: 10%
- Additionally, all applicants must submit their personal portfolios for review.

3. Online Interview: Applicants overseas may attend the interview online at the scheduled date and time.

五、報名方式：

- (一)簡章索取：即日起請自行至本校網頁 (<http://www.shps.tp.edu.tw>) 下載。
- (二)報名時間：即日起至 114 年 5 月 29 日 8 時 30 分止。(台灣時間)
- (三)報名地點：臺北市信義區三興國民小學 (110008 臺北市信義區基隆路 2 段 99 號)。洽詢電話：02-27364687 分機：116 陳老師。
- (四)報名方式：掛號郵件報名或上班時間直接送件 (上班時間直接送件者，請將所有報名文件備妥放入信封中交至本校人事室)。

V. The Application Process:

- 1. Please download and complete the application form by visiting our official website: <http://www.shps.tp.edu.tw>
- 2. Application Deadline: May 29, 2025, before 8:30 a.m.
- 3. Contact Information:
 - English Village at Sanxing Elementary School
 - 99, Keelung Road, Sec. 2, Taipei, Taiwan 110008
 - Phone: (02)2736-4687, ext. 116 Tr. Joy
 - Email: 10817@shps.tp.edu.tw , 00432@shps.tp.edu.tw
- 4. Applicants can submit their applications via registered mail or deliver them in person to the Personnel Department.

六、報名程序：

- (一)繳交報名表乙份 (請看附件) 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)連同報名表一起繳驗之相關文件證件如下：

(請備 A4 影印本各乙份，依序裝訂成冊備查)

1. 護照影本。
2. 警察刑事紀錄證明書。
3. 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)。
4. 自傳(請以 Word 繕打，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、選擇國小的動機及工作期許)。
5. 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)。

VI. Follow procedures:

1. Submit the application form with a recent mugshot. (See Appendix).
2. Submit the required documents as follows with the application form:
(Please format them to A4 size and staple all the documents.)

- ☐ A copy of the **passport**
- ☐ A police clearance certificate (**criminal record certificate**).
- ☐ A copy of the **highest academic diploma** (e.g., university degree)
- ☐ A valid government-issued **teaching license or certificate**.
- ☐ **Autobiography**: Please prepare your autobiography in Word format. It should include your professional background, areas of expertise, teaching methodologies, notable achievements, participation in activities or clubs, motivation to teach at the elementary school level, and expectations for the position.
- ☐ **Additional Documents**: This may include publications, special awards for mentoring students in competitions, school recognitions and commendations, teaching demonstration records, outstanding staff or teaching awards, and other relevant supporting materials. (This is an optional submission and is not required, but may strengthen your application.)

七、錄取及聘用之注意事項：

- (一) 錄取公告：第一招：114 年 5 月 29 日(四)下午 17 時於本校網站(<http://www.shps.tp.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，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。

VII. Successful Application Notification

1. Notification:

- 1st recruitment interview: The names of successful applicants will be posted on the school website. <http://www.shps.tp.edu.tw>, on May 29, 2025, at 5:00 p.m.

2. The successful applicant must personally visit the Personnel Department on the specified date to confirm their teaching intention. Failure to appear will be considered as an indication of no interest in teaching at this school.

3. Please provide the original copies of all documents specified in item VI. If you are currently employed at a school, kindly submit a resignation letter from your current institution as well.

八、聘用：

本校如發現錄取人員（含正取及備取）之檢附證件係為偽造、變造或不符合資格者，得隨時解聘並依法處理。

VIII. Hiring:

The school reserves the right to terminate the applicant's or employee's employment immediately if any submitted documents are fraudulent.

九、附則：

- (一)錄取人員應聘後須配合簡章所列事宜，並須確實遵守本校有關規定，不得異議。
- (二)錄取人員應依所通知時間辦理正式報到，並於 14 日內與本校合議訂定聘僱契約書，契約書範本詳如臺北市政府教育局引進外職英語人員教學計畫。
- (三)錄取人員繳驗各項證件，如有偽造不實或無法辦理敘薪者，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。如涉及刑責，由應徵者自行負責，不得提出任何異議。
- (四)錄取人員依學歷敘薪資。
- (五)錄取為本校代理教師應專任，非經學校同意不得在校外兼課、兼職。所授課程由學校視需要調整。
- (六)代理教師於代理期滿或代理原因消失，即無條件解職(留職停薪或延病教師如提前復職，以其復職之前一日為代理期滿之日)，不得以任何理由請求留任或求助；如有違反教師法等相關規定，或未能勝任職務，經本校教評會通過，得隨時解除聘任，應即離職，不得要求繼續留任或任何補助。另聘期如因此未滿 3 個月，則待遇改依實際代理日數支給。
- (七)經甄選錄取者，應於報到就職後兩週內繳交公立醫院體格檢查合格表(含最近 3 個月內胸部 X 光檢查)，未繳交前述檢查合格表者，予以註銷錄取資格。
- (八)經甄選錄取者於報到後，不得再至他校應徵。
- (九)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.shps.tp.edu.tw>）。
- (十)如為身心障礙人員需特殊應考服務，請於報名時告知。
- (十一)提供之相關資料將做為教師甄選報名及提供教育部研訂師資培育政策之用。
- (十二)申訴電戶專線及信箱：02-27364687 分機：170；申訴信箱：

84300y@tp.edu.tw

(十三)本簡章如有未盡事宜，依相關法令規定及本校教師評選委員會決議辦理，如有補充事項，公告於本校公告為憑
(網址 <http://www.shps.tp.edu.tw>)

IX. Other:

1. The successful applicant must adhere to the Application Instructions and all school rules and regulations.
2. The successful applicant must report to the Personnel Department on the specified date and sign the contract with the school within 14 days. Please refer to the contract attachment for further information.
3. Upon discovering any falsified document, the school shall terminate the employment immediately. Should the successful applicant be found to have violated the laws of Taiwan (ROC), the applicant shall take full legal responsibility. The schools shall not be obligated to assist the employee in handling the litigation process or any other relevant matter resulting from his or her unlawful act.
4. The salary of the successful applicant is based on his/her highest level of education.
5. Once the employment period starts, the successful applicant cannot engage in any part-time job without the prior consent of the school. If the school agrees to the successful applicant's engagement in any part-time job, the school will adjust the teaching hours accordingly.
6. Once the employment period expires or the reason for employment ceases to exist, the employment will be terminated without any further objection. The employee does not have the right to object or to appeal. If the Teachers Evaluation Committee of the school finds the employee in violation of the Teachers' Act or any relevant regulations, or determines that the employee is incapable of teaching, the employment will be terminated. The employee does not have the right to request an extension of employment or to any benefits or allowances. If the employment period becomes less than three months due to the aforementioned reasons, the salary will be recalculated based on the number of days the employee worked.
7. The successful applicant must submit health examination certificates issued by an authorized hospital within two weeks of the start of the employment period. (Including a chest X-ray examination from the last three months.) Failure to do so will be regarded as a lack of interest in teaching at this school.
8. Once the applicant reports in person to the Personnel Department, the successful applicant should not apply to another school.
9. In the event of natural disasters or unavoidable incidents, please log on to the [website http://www.shps.tp.edu.tw](http://www.shps.tp.edu.tw) for information regarding the rescheduling of interviews or the date to visit the Personnel Department.
10. Applicants with disabilities who require special services during the interview must make their requests when submitting the application form.
11. All relevant data will be provided to the MOE for revising policies related to teacher recruitment and teacher education.
12. The phone number and email address for appeals are: 02-27364687 ext. 170, Email: 84300y@tp.edu.tw

13. Any other issues not addressed above will be resolved by the Teacher Evaluation Committee of the school in accordance with standard rules and regulations. Please visit <http://www.shps.tp.edu.tw> for further details.

本簡章為中英文對照，但中英文有差異時，應以中文為準。

This Application Instruction is provided in both Chinese and English versions. If there is any discrepancy or contradiction between these two versions, the Chinese language version shall prevail.

臺北市信義區三興國民小學
Taipei Municipal San Xing Elementary School
英語情境中心外籍英語教師甄選報名表
English Village Foreign English Teacher Application Form

准考證編號		(本校填寫 Fill in by San Xing Personnel Director)							
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			
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 Evaluation Grade	
								School Year	Grade
填表人簽章 : Signature								填表日期 : 年 月 日 Date:	

Please make sure that the following documents are submitted:

- ☐ Application form with a recent mugshot.
- ☐ A copy of the **passport**.
- ☐ A police clearance certificate (**criminal record certificate**).
- ☐ A copy of the **highest academic diploma** (e.g., university degree)
- ☐ A valid government-issued **teaching license or certificate**.
- ☐ **Autobiography:** Please prepare your autobiography in Word format. It should include your professional background, areas of expertise, teaching methodologies, notable achievements, participation in activities or clubs, motivation to teach at the elementary school level, and expectations for the position.
- ☐ **Additional Documents:** This may include publications, special awards for mentoring students in competitions, school recognitions and commendations, teaching demonstration records, outstanding staff or teaching awards, and other relevant supporting materials. (This is an optional submission and is not required, but may strengthen your application.)