

雇主聘僱外國人申請書 (外國人代雇主申請, 中英文版)

APPLICATION FORM FOR EMPLOYMENT OF FOREIGNERS

(For foreigner to apply on behalf of the employer)

工作類別： Category A3 多元陪伴照顧服務工作 Diverse Companionship and Care Services	申請項目： Applying Item 21. <input type="checkbox"/> 聘僱許可 Employment Permit <input type="checkbox"/> 期滿續聘 Renewal of employment
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外國人填寫欄位 Foreigner information									
國籍 Nationality	護照號碼 Passport Number (填表說明注意事項二) (see notice 2)	外國人行動電話 Mobile number (必填, 填表說明注意事項三) (required, see notice 3)						外國人電子郵件 E-mail (請擇一勾選, 填表說明注意事項三) (see notice 3)	
菲律賓 The Philippine									<input type="checkbox"/> 有: <input type="checkbox"/> 無
本申請案回復方式: <input type="checkbox"/> 親取 <input type="checkbox"/> 郵寄至外國人工作地址(請擇一勾選) I would like <input type="checkbox"/> to pick up the official document or <input type="checkbox"/> to have the official document deliver to foreigner's work address. (Tick one of the boxes above) 本人聲明本申請案所填寫資料及檢附文件等均屬實, 如有虛偽, 願負法律上之一切責任。 I hereby declare the information and documents provided to be true, and confirm with full legal responsibility for any perjuries found. 外國人簽名: Foreigner's signature:									

雇主協助外國人填寫欄位 Application information									
雇主統一編號 Employer's ID number									
審查費收據 (有附則免填, 填表說明 明注意事項四) Receipt of application fee (see notice 4)	繳費日期 date	年 月 日 y / m / / d	郵局局號(6碼) Branch code (6 digits)						
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)								
招募許可函文號(有附則免填, 填表說明注意事項五) Recruit permit number (see notice 5)									
入國引進許可函文號(有附則免填, 填表說明注意事項五) Introduction permit number (see notice 5)									
前任外國人資料(填表說明注意事項六) Previous foreigner's information (see notice 6)					國籍 Nationality				
					護照號碼 Passport Number				
原聘僱或接續聘僱許可函文號(有附則免填, 期滿續聘需填寫, 填表說明注意事項五) (Consecutive) employment permit number (required for renewal of employment, see notice 5)									
外國人入國通報證明書序號(有附則免填, 填表說明 注意事項八) The form number for notification of the foreigner's entry into the ROC (see notice 8)									
外國人向入出國管理機關申請居留(填表說明注意事項十) The foreign national shall apply for residency with the immigration authority. (see notice 10)					<input type="checkbox"/> 是 yes <input type="checkbox"/> 否 No				

請詳閱背面填表說明 notice on the back

同意外國人代雇主申請聘僱許可切結書

Authorization letter

雇主 (統一編號:) 同意由本案外國人 (護照號碼:) 代為申請聘僱許可, 並聲明本申請案所填寫資料及檢附文件等均屬實, 如有虛偽, 願負法律上之一切責任。
The employer (ID number:) authorize the foreigner in this application (Passport number:) to apply for the employment permit on my behalf. I hereby declare the information and documents provided to be true, and confirm with full legal responsibility for any perjuries found.

雇主: 負責人: (簽章)
Employer Responsible person (Signature)

雇主行動電話: (不得填列私立就業服務機構之聯絡資訊)

Employer's mobile number:

(Cannot be the contact information of the private employment services institution.)

雇主電子郵件 e-mail: (不得填列私立就業服務機構之聯絡資訊)

(Cannot be the contact information of the private employment services institution.)

雇主市內電話: (不得填列私立就業服務機構之聯絡資訊)

Employer's landline phone number: (Cannot be the contact information of the private employment services institution.)

※以上3項聯絡資訊, 請確實填寫, 雇主應依規定就行動電話或電子郵件或市內電話擇一填寫, 提供雇主本人或可聯繫至雇主之親友電話, 如未確實填寫雇主聯絡資訊, 將不予核發許可。另聯絡資訊將作為本機關即時聯繫說明申請案件審查情形及後續聘僱管理注意事項之用, 以利縮短案件審查時間, 與保障雇主聘僱外國人之權益!

Please fill in the three contact methods above. According to the regulations, the employer needs to provide either a mobile an email or a landline phone number at which the employer (or a contact person) can be reached. If the contact information of the employer is not provided, the Ministry of Labor will not issue the permit. The contact information will be used for the authority when needed (to inform the status of the application or attentive matters). To shorten the processing time and guarantee the rights and benefits of the employers in hiring foreigners, please fill in the form properly.

中 華 民 國 年 月 日
Year month day

(以下虛線範圍為機關收文專用區) Document Reception Use Only

收文章: Receipt Stamp	收文號: Case Number
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勞雇雙方已合意期滿續聘證明: 原雇主申請續聘需填寫

Employer and employee's mutual agreement certificate for renewal of employment: to be filled up by the Employer
本人與外國人 (護照號碼:)

Employer and foreign worker passport number:

協議自原聘僱期限屆滿之翌日起由本人續聘。

agree for continuous hiring by the employer, effective on the next day after the expiration of the original employment contract.

雇主簽章:

Employer's Signature:

外國人簽章:

Foreign Worker's Signature:

填表說明注意事項 Notice :

一、相關法規及申請程序，請依照本機關網站所載最新規定辦理。

1.Relevant regulations and application procedures, please follow the latest regulations on the website of Workforce Development Agency.

二、新任外國人請填護照號碼，倘非首次來臺受聘且有護照號碼異動之情事，應立即向內政部移民署辦理居留資料異動事宜。

2.First time applicant must provide the passport number. If you are not employed in Taiwan for the first time and has renewed your passport number, you should immediately apply to the Immigration Agency of the Ministry of the Interior for the update of your information.

三、新任外國人行動電話必填，且不得與雇主或委任私立就業服務機構電話相同，未填寫者，將退請補正確認；電子郵件須勾選「有」或「無」，未勾選者，將退請補正確認，若勾選「有」，請確實填寫且不得與雇主或委任私立就業服務機構電子郵件相同。

3. The foreigner's mobile number is required and cannot be the same as the phone number of the employer or the private employment services institution. If the phone number is not provided, the application will be returned for revision; the email section must be checked "Yes" or "No", or else the application will be returned for revision. If you tick "Yes", please enter the email address and it must not be the same as the email of the employer or the appointed private employment services institution.

四、審查費(100 元)收據：分為電腦收據(白色)及臨櫃繳款收據(綠色)2 種，填寫如下：

4. There are two types of receipt of the application such as a WHITE slip and a Green slip (100 NTD each case).

(1) 電腦收據(各郵局開具之白色收據)：

If you pay at the post office (a WHITE slip)

範例 00002660 110/06/11 16:46:33

Ex. 003110 1A6 297174

00002660	110/06/11
劃撥收據號碼(8 碼) receipt No. (8 digits)	繳費日期 date
003110	
郵局局號 branch code	

填寫 繳費日期：110 年 6 月 11 日，郵局局號：003110，劃撥收據號碼(8 碼)：00002660

Fill in the form as follow: payment date: 110 y 06 m 11 d; branch code: 030110; receipt No. (8 digits): 00002660

(2) 臨櫃繳款收據(郵局派本機關駐點開具之綠色收據)：

If you pay at our office (a Green slip)

局號	000100-6
110.06.11	

範例 右上角 B-5103097，經辦局章戳

ex. upper right corner B-5103097; with the stamp of the post office

填寫 交易序號(9 碼)：B-5103097，繳費日期：110 年 6 月 11 日，郵局局號：000100

Fill in the form as follow

transaction No. (9 digits): B-5103097 ; payment date: 110 y 06 m 11 d ;branch code: 000100

五、許可函文號：範例 勞○○字第 1100641633 號，填寫為 第 1100641633 號

5. Employment permit number: ex. 勞○○字第 1100641633 號, please enter 1100641633. You can leave this field blank if the employment permit is attached in the application.

六、提前申請入國引進及遞補者需填寫前任外國人資料。

6. Previous foreigner's information is required in applying for early introduction and substitution.

七、不同招募許可函引進之外國人，請分案申請聘僱許可。

7. Please apply separately for the foreigners from different recruit permit.

八、外國人入國通報證明書序號(申請國外引進外國人須填寫)：範例 右上角 000123456789 填寫 000123456789

8. The form number for notification of the foreigner's entry into the ROC (required for recruiting foreign worker from abroad): ex. top right corner 00000123456789, please enter 00000123456789. You can leave this field blank if the certificate is attached in the application.

九、申請文件除政府機關、醫療機構、學校或航空公司核發或開具之證明文件外，應加蓋申請人或公司及負責人印章。

9. According to the related regulations, documents should include the stamp of the company and the stamp of the responsible person. (Documents issued by the government, school, health facility and airline are exempt.)

十、雇主於申請聘僱許可前應為外國人向入出國管理機關申請居留，經本部查明未申請居留，應於通知補正

期限內完成居留申請。

10. Before applying for the employment permit, the employer shall apply for residency for the foreign national with the immigration authority. If the Ministry verifies that the residency application has not been filed, the employer shall complete the residency application within the prescribed correction period.