National Taipei University of Education

Commissioned and Subsidized Program

**Full-Time Assistant Statement for Off-Campus**

**Sign-in/Sign-out Paper Sheet**

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| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, am employed as the full-time assistant of "\_\_\_\_\_\_\_\_\_\_\_\_\_\_" Program (on-campus Program ID: ) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (unit name). In the contract employment period between \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YY/MM/DD), I intend to apply for sign-in and sign-out in paper form during the off-campus work due to the following reasons. |
| Reasons (Please specify the reasons why the program must be carried out off-campus) |
|  |
| Apply Information |
| 1. Off-campus work unit (e.g. XX University): | 3. Applicant email: |
|  |  |
| 2. Off-campus work unit phone number or cellphone number: | 4. On-campus contact person/extension number: |
|  |  |
| □I have read and understood the notes listed on the Right. | **※ Notes:**1. **Assistant working hours is from Monday to Friday: 8:30 ~ 18:00. Flexible working hours start between 8:00 and 10:00, and finish between 17:30 and 19:30. Total is 9.5 hours (Noon Break for 1.5 hours).**
2. **From the date of this statement, program supervisor and assistant both shall use paper sheet to track attendance records [school work log]. The paper records shall be kept at least five years for the school and the relevant authorities' reference. If the records are untrue, the parties concerned shall bear the relevant legal liabilities themselves.**
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| Assistant Personnel Signature |  | Project Supervisor Signature |  |

Regards to National Taipei University of Education Date. (YY/MM/DD)