|  |  |  |  |
| --- | --- | --- | --- |
| Service Unit |  | Contracted Position | Full-Time Research Assistant |
| Name |  | Gender |  |
| Date of Birth |  | ID Number |  |
| Employment Period | From \_\_\_\_\_\_\_\_\_\_\_\_\_\_(YY/MM/DD) to\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YY/MM/DD)(Please specify the deadline of remuneration) |
| Reasons for Separation | * Expiration of employment period
* Resignation prior to the expiration of the contract

(For those transferring to other on-campus programs, please specify) | Effective date of separation | (YY/MM/DD)(The second date following the deadline of remuneration) |
| Number of Days off | Till \_\_\_\_\_\_\_\_\_\_\_ (YY/MM/DD), \_\_\_ days of special leave and \_\_\_ days of overtime compensation shall be taken before date of separation. |
| Permanent residence |  |
| Phone number after separation |  |
| On-Campus ProgramID |  | ProgramName |  |
| Subsidy Unit of Project | * Ministry of Science and Technology
* Ministry of Education
* Other Organizations (Institutes)
 | Position Stamp(Please check the box if a position stamp is provided by the program.) | * No position stamp
* Destroyed by the unit itself
* Return to the Personnel Office
 |
| Program Supervisor / Division Head Signature |  | Separating EmployeeSignature |  |
| Separation Process Handling Division |
| General Affairs Office | General Service Division(Withdrawal from Labor and Health Insurance) | Cashier Division(Salary Settlement) | Documentation Division(Closure of official document system account) |
|  |  |  |
| Library(Book Return) |  |
| Computer andNetworking Center(Closure of email accounts and other facilities' accounts) | Network Division | System Division | Education Division |
|  |  |  |
| Accounting Office |  |
| Personnel Office | (Employment Separation Certificate) | (Attendance Registration System) |
|  |  |
| President |  |

|  |
| --- |
| **National Taipei University of Education Application form of Employment Separation Certificate for Monographic Research Program Designated Research Assistant**Assistant separation no. \_\_\_\_\_\_\_\_\_\_\_\_ (This column is filled in by the Personnel Office) |
| Name |  | Gender |  | Date of Birth Date | YY/MM/DD | ID Number |  |
| Position | Full-Time Research Assistant | Period of Contract Employment | Date: From \_\_\_\_\_\_\_\_(YY/MM/DD)To \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YY/MM/DD) |
| Program Name |  | Program Supervisor |  |
| Commissioned and Subsidized Organizations of Funding |  | Reasons forResigning | * Expiration of employment period
* Resignation prior to the expiration of the contract
 | SeparationDate | YY/MM/DD |
| Remarks | The remuneration of the research assistant is subsidized by the monographic research program funding. The aforesaid assistant is not employed under the established staff or the budget personnel. |
|  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (YY/MM/DD) (This column is filled in by the Personnel Office)  |

**Please fill in this form and e-mail to the Personnel Office** mlwu@tea.ntue.edu.tw **(This attachment in hard copy is not required.) The Personnel Office will issue the Employment Termination Certificate after the review.**