

新北市私立聖心女子高級中學外籍英語教師甄選簡章

Sacred Heart High School for Girls Foreign English Teacher Recruitment and Selection Guidelines

壹、甄選教師職務及敘薪

I. Job Descriptions, Salary and Benefits

1. We will officially select ONE full-time foreign English teacher along with a number of waitlisted candidates.
2. One-year contract. The contract will be effective from August 1, 2021 to June 30, 2022.
3. 23 periods/classes (45 to 50 minutes/period) per week and additional duties assigned by the school
4. Monthly salary of 72,000 NTD for bachelor's degree holders; 76,000 NTD for master's degree holders
5. Every full-time teacher is required to participate in the National Health Insurance Program and Labor Insurance Program.

貳、甄選資格

II. Requirements

1. Bachelor's Degree (Please submit your diploma and relevant documents with certified Chinese translation. The documents should be notarized by the Taipei Economic and Cultural Representative Office.)
2. Passport holder of an English-speaking country
3. Education major preferred (secondary)
4. Teaching experience preferred
5. 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.
6. Be able to communicate openly with others, ready to adapt to Taiwanese culture, willing to go along with the school regulations, and obey Taiwanese laws.

參、報名方式

III. The Application Information

1. Download and complete the application form from the following web link: <http://www.shgsh.ntpc.edu.tw>
2. Deadline:
All the documents must be received by Monday, May 3, 2021.
Documents can be emailed to tsui@shgsh.ntpc.edu.tw or mailed to

No.263 ,Sec. 1st,Longmi Rd.,Bali Dist., New Taipei City 24931, Taiwan, R.O.C. Mrs.
Tsui

3. **Contact Number:** 02-26182287 ext.120

4. **Interview Date:** Tuesday, May 11, 2021

Applicants who are invited to interview will be notified by email.

肆、應徵文件（恕不退還）

IV. Application Documents (Non-returnable)

1. CV and autobiography
2. Photocopies of passport, degree diploma, and certificates mentioned in the requirements.
3. References (optional)

伍、甄選方式：甄選方式含試教及面試二部分。

V. Run-down for Interview Day

Part I. Teaching Demonstration (20 minutes)

Prep Time (1hr):

You will have one hour to prepare for the demo based on assigned text and instructions.

You can bring your laptop to do the demo or you can use ours if needed.

Part II. Interview (20 minutes)

Your relevant teaching materials or files can be presented during the interview.

**2021 Sacred Heart High School for Girls
Foreign English Teacher Application Form**

Name			2” Passport photo x1
Residential Certificate No.			
Date of Birth (Year/Month/Date)			
Passport No.			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	<input type="checkbox"/> Married 已婚 <input type="checkbox"/> Single 未婚
Telephone Numbers	Home: Cellular:		
Mailing Address			
Email Address			
Emergency Contact	Name		
	Telephone		
	Address		
Degree			

Name of Institute	
Department	
Duration of study	from _____(year) _____(month) to _____(year) _____(month)
Undergraduate	from _____(year) _____(month) to _____(year) _____(month)
Graduate	from _____(year) _____(month) to _____(year) _____(month)
Teacher education (licensing/qualified) program	from _____(year) _____(month) to _____(year) _____(month)
Teaching Certificate	Date of Issue:
	Certificate Number:
Working Experiences (Please include School/Institute, Title, Duration of Work, Reason for Leaving)	
Signature _____ Date _____	