

新北市私立聖心女子高級中學外籍英語兼任教師甄選簡章

**Sacred Heart High School for Girls**  
**Part-time Foreign English Teacher Recruitment and Selection Guidelines**

壹、甄選教師職務及敘薪

**I. Job Descriptions, and Salary**

1. We will officially select ONE part-time foreign English teacher along with a number of waitlisted candidates.
2. Teach for grade 7-11 classes such as conversation, speech, and current issues.
3. contract available on February 11, 2022
4. Max Teaching Period Per Week: 14 Hours/Periods . Max Teaching day Per Week: 3 days.
5. Pay for each hour: NT800,
6. Transportation allowance:  
NT900 per month for 1 teaching day per week, NT1800 per month for 2 teaching days per week, NT2700 per month for 3 teaching days per week,

貳、甄選資格

**II. Requirements**

1. Passport of an English-speaking country.
2. Bachelor's Degree or above. (Please submit your diploma and relevant documents with certified Chinese translation. The documents should be notarized by the Taipei Economic and Cultural Representative Office.)
3. Teacher's Certificate or ARC (for a spouse of a Taiwanese citizen) , or APRC.
4. Police Criminal Record Certificate issued within 6 months.
5. Teaching experience preferred.
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 Friday, January 28, 2022.  
Documents can be emailed to [tsui@shgsh.ntpc.edu.tw](mailto: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. application form
2. CV and autobiography
3. Photocopies of passport, degree diploma, ARC/APRC, and certificates mentioned in the requirements.
4. Police Criminal Record Certificate issued within 6 months.
5. 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

(During the Covid-19 pandemic, this part can be on-line)

##### **Part I.** Teaching Demonstration (20 minutes)

Prep Time (1day):

You will have one day to prepare for the demo based on the assigned material and instructions.

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

##### **Part II.** Interview (20 minutes)

Any relevant teaching experience or personal publications are welcome to be presented during the interview.

**2022 Sacred Heart High School for Girls  
Part-time Foreign English Teacher Application Form**

Name			2" Passport photo x1
Date of Birth (Year/Month/Date)			
APRC/ARC No.			
Passport ID No.		Nationality	
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 number: Cellphone number:		
Contact Address			
Email Address			
Emergency Contact	Name		
	Telephone		
	Address		
Education History:	Name of Institute	Department	Duration of study
Undergraduate			From ____ (year) ____ (month) to ____

			(year)____(month)
Graduate			From____ (year)_____(month) to _____ (year)____(month)
Teacher education (licensing/qualified) program	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)			
Company/School	Title	Duration of work	Job Description /Duties
		From____ (year)_____(month) to _____(year)_____(month)	Reason for Leaving
		From____ (year)_____(month) to _____(year)_____(month)	
		From____ (year)_____(month) to _____(year)_____(month)	
Signature _____ Date_____			