

Sacred Heart High School for Girls

Foreign English Teacher Recruitment Guidelines

I. Position and Compensation

1. **Number of Positions:** Two full-time foreign English teachers.
2. **Contract Period:** One-year contract from August 1, 2025, to July 31, 2026.
3. **Teaching Load:** 23 teaching periods per week (each period is approximately 45 to 50 minutes), plus additional duties as assigned by the school.
4. **Monthly Salary:**
 - NT\$72,000 for candidates with a Bachelor's degree
 - NT\$76,000 for candidates with a Master's degree
5. **Global Learner Program Allowance:**
 - NT\$1,500 per group per month
 - Each full-time teacher is expected to teach approximately four Global Learners groups.
 - The allowance will be provided during the teaching months (August 1, 2025, to June 30, 2026).
6. **Insurance:** Participation in Taiwan's National Health Insurance and Labor Insurance programs is mandatory.

II. Qualifications

1. A Bachelor's degree or higher
 - Degree diploma and related documents must be accompanied by certified Chinese translations and notarized by a Taipei Economic and Cultural Representative Office (TECRO).
2. Must hold a valid passport from an English-speaking country
3. Education major (preferably secondary education) is preferred
4. Teaching experience is preferred
5. Must apply for a valid criminal record check from your home country
 - The applicant must have a clean criminal record in both their home country and Taiwan.
6. Must demonstrate strong communication skills, adaptability to Taiwanese culture, willingness to follow school policies, and compliance with local laws.

III. Application Information

1. **Application Form:**

Download and complete the form at:

<https://www.shgsh.ntpc.edu.tw/nss/p/news>

2. **Application Deadline:**

All required documents must be received by **Wednesday, April 30, 2025**.

Submissions can be sent via email to **tsui@shgsh.ntpc.edu.tw**, or mailed to:
Mrs. Tsui

Sacred Heart High School for Girls

No. 263, Sec. 1, Longmi Rd., Bali Dist.,

New Taipei City 24931, Taiwan, R.O.C.

3. **Contact Number:** +886-2-2618-2287 ext. 120

4. **Interview Date:** Monday, May 5, 2025

- Applicants selected for interview will be notified via email.

IV. Required Documents (Non-returnable)

1. Curriculum Vitae (CV) and Autobiography
2. Copies of passport, degree diploma, and certificates listed in the qualifications
3. Letters of recommendation or references (optional)

V. Selection Process

The selection process includes a **teaching demonstration** and an **interview**:

- **Part I: Teaching Demonstration (20 minutes)**

- You will have one hour to prepare a demo lesson based on provided materials and instructions.
- You may use your own laptop or borrow a school device if needed.

- **Part II: Interview (20 minutes)**

- You are welcome to present relevant teaching materials or digital files during the interview.
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聖心女子高級中學 外籍英語教師甄選申請表

Sacred Heart High School for Girls – Foreign English Teacher Application Form

一、基本資料 Basic Information

中文姓名 Name in Chinese (if applicable)		
英文姓名 Name in English		
國籍 Nationality	2” Passport photo X1	
護照號碼 Passport Number		
居留證號碼 Residential Certificate		
出生日期 Date of Birth		
性別 Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
電子郵件 Email Address		
聯絡電話 Phone Number		
通訊地址 Mailing Address		
緊急聯絡人 Emergency Contact	姓名 Name	
	電話 Telephone	
	住址 Address	

二、學歷 Educational Background

學校名稱 School Name	
學位 Degree	
主修 Major	起訖年月 Year From-To
學校名稱 School Name	
學位 Degree	
主修 Major	起訖年月 Year From-To

三、教學經驗 Teaching Experience

任教機構 Institution	起訖年月 Year From-To

四、語言能力 Language Proficiency

語言 Language	聽 Listening	說 Speaking	讀 Reading	寫 Writing
中文 Chinese	<input type="checkbox"/> 優 Excellent <input type="checkbox"/> 佳 Good <input type="checkbox"/> 尚可 Fair <input type="checkbox"/> 完全不會 None	<input type="checkbox"/> 優 Excellent <input type="checkbox"/> 佳 Good <input type="checkbox"/> 尚可 Fair <input type="checkbox"/> 完全不會 None	<input type="checkbox"/> 優 Excellent <input type="checkbox"/> 佳 Good <input type="checkbox"/> 尚可 Fair <input type="checkbox"/> 完全不會 None	<input type="checkbox"/> 優 Excellent <input type="checkbox"/> 佳 Good <input type="checkbox"/> 尚可 Fair <input type="checkbox"/> 完全不會 None

五、其他專業證照或訓練 Other Certificates / Training

證照名稱 Certificate	發證機構 Issued by	發證日期 Date Issued

六、附件清單 Checklist of Attached Documents （請勾選 Check all that apply）

- ☐ 履歷表 CV
- ☐ 自傳 Autobiography
- ☐ 護照影本 Photocopy of Passport
- ☐ 學位證書影本 Diploma
- ☐ 良民證 Criminal Record Check
- ☐ 推薦信 Recommendation Letters（如有 If any）
- ☐ 其他（請說明）：_____

七、聲明 Declaration

本人保證上述填寫資料及所附證件皆屬實，若有不實願負法律責任。

I hereby declare that the information provided above and the attached documents are true and accurate. I understand that providing false information may result in disqualification.

申請人簽名 Signature

日期 Date