

I. Position and Compensation

Sacred Heart High School for Girls is seeking to hire **one** part-time foreign English teacher. Additional candidates may be placed on a waitlist.

Teaching Responsibilities:

Teach English courses for grades 7 – 11, including conversation, public speaking, current issues and writing °

Contract Start Date: February 24, 2026

Workload:

- Up to 14 **teaching hours per week**
- Maximum 3 **teaching days per week**

Compensation:

- NT\$800 per teaching hour

Transportation Allowance:

- NT\$900 per month (1 teaching day/week)
- NT\$1,800 per month (2 teaching days/week)
- NT\$2,700 per month (3 teaching days/week)

II. Eligibility Requirements

1. Passport from an English-speaking country.
2. Bachelor's degree or higher.
 - Diplomas must include a certified Chinese translation and be authenticated by a Taipei Economic and Cultural Office (TECO).
3. Valid teaching certificate **OR** ARC (spouse of a Taiwanese citizen) **OR** APRC.
4. Police Criminal Record Certificate issued within the past six months.
5. Teaching experience preferred.
6. Strong communication skills, ability to work collaboratively, and willingness to adapt to Taiwanese culture, comply with school regulations, and follow local laws.

III. Application Information

1. Download and complete the application form from our website:
<http://www.shgsh.ntpc.edu.tw>
2. **Application Deadline:**
All application materials must be received **by Monday, February 16, 2026.**
Please email documents to tsui@shgsh.ntpc.edu.tw or mail 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. **Phone:** +886-2-2618-2287 ext. 120

4. **Interview Date:** Monday, February 23, 2026

Applicants selected for an interview will be notified by email.

IV. Required Documents (Non-returnable)

1. Completed application form
2. Curriculum vitae and autobiography
3. Photocopies of passport, diploma, ARC/APRC, teaching certificate, and other required documents
4. Police Criminal Record Certificate (issued within 6 months)
5. Reference letters (optional)

V. Selection Process

Part I: Teaching Demonstration (30 minutes)

- You will receive assigned materials and instructions **one day in advance**.
- You may bring your own laptop or use school-provided equipment.

Part II: Interview (20 minutes)

- Applicants are welcome to share teaching experience, lesson samples, or personal publications.

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**