**高雄醫學大學教職員工英文服務證明申請表**

**Application Form of Employee Certificate for Faculty/Staff**

申請日期Date of Application:

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| --- | --- | --- | --- | --- |
| 中文姓名  Chinese Name |  | 英文姓名  Name in English | | (同護照寫法) |
| 服務單位  Unit/Dept. |  | 職稱  Position Title | |  |
| 員工編號  Employee No. |  | 取件聯絡電話  Contact Information (Extension No.) | |  |
| 申請份數  Number of Copies | 份（每次至多3份。Maximum 3 copies per application） | | | |
| 申請用途  Application Reason |  | | | |
| 備註  Remarks | 如：核敘薪額、服務成績等 If you need specific information (annual salary, evaluation result) remarked in the certificate, please do note it here. | | | |
| 申請人簽章Applicant’s Signature |  | | 單位主管  Department Director |  |
| **※如需郵寄服務，請申請人檢附回郵信封併同本申請單送至人力資源室-人力發展組。****Please enclose a stamped addressed envelope and submit it with this application form to the Division of Human Development of the HR Office if a mailing service is needed.** | | | | |

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| **以下欄位為人資室辦理作業用，申請人及單位請勿填寫。HR ONLY** | | | | | | | |
| 擬辦 |  | 審核 |  | | | 判行 |  |
| 用印 |  | 監印 |  | | |  |  |
| 簽收人 |  | | | 日期 |  | | |