

# 雇主聘僱外國人申請書 (外國人代雇主申請, 中英文版)

## APPLICATION FORM FOR EMPLOYMENT OF FOREIGNERS

(For foreigner to apply on behalf of the employer)

工作類別： Category <input type="checkbox"/> 10 製造工作 Manufacturing <input type="checkbox"/> 10 屠宰工作 Slaughter <input type="checkbox"/> A2 外展製造工作 Outreach manufacturing <input type="checkbox"/> 20 營造工作 Construction <input type="checkbox"/> 30 家庭看護 Caregiver <input type="checkbox"/> 40 家庭幫傭 Housemaid <input type="checkbox"/> 50 海洋漁撈 Ocean fishing <input type="checkbox"/> A1 外展農務工作 Outreach agricultural <input type="checkbox"/> B0 農、林、牧或養殖漁業工作 Agriculture, forestry, animal husbandry, or fish farming(aquaculture) <input type="checkbox"/> 90 機構看護 Institutional caregiver <input type="checkbox"/> 61 雙語翻譯工作、廚師及其相關工作 Bi-lingual translation job, Cook and related jobs	申請項目： Applying Item  7X 資料異動 Renewal of information
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外國人填寫欄位 Foreigner information											
國籍 Nationality	護照號碼 Passport Number (填表說明注意事項五) (see notice 5)	外國人行動電話 mobile number (必填, 填表說明注意事項六) (required, see notice 6)								外國人電子郵件 e-mail (請擇一勾選, 填表說明注意事項六) (Tick one of the boxes, see notice 6)	
菲律賓 The Philippines										<input type="checkbox"/> 有 Yes: <input type="checkbox"/> 無 No	
請擇一勾選變更事項並檢附相關證明文件： Please choose one and provide the related documentary proof <input type="checkbox"/> 延長外國人聘僱許可期間 1 年 Extend the foreigner's employment permit for 1 year. <input type="checkbox"/> 變更外國人基本資料 Change the foreigner's basic information. <input type="checkbox"/> 變更外國人聘僱期間 Change the foreigner's employment period. <input type="checkbox"/> 其他_____ (變更外國人護照已由本部自動介接移民署資料辦理, 除有特殊情形, 免再送件申請異動) Others_____ (Foreigner's passport will be updated through the data from the Immigration Agency, there is no need to apply for renewal unless in special circumstance.) 本申請案回復方式: <input type="checkbox"/> 親取 <input type="checkbox"/> 郵寄外國人工作地址 (請擇一勾選) I would like <input type="checkbox"/> to pick up the official document or <input type="checkbox"/> to have the official document deliver to Foreigner's work address.(Tick one of the boxes above) 本人聲明本申請案所填寫資料及檢附文件等均屬實, 如有虛偽, 願負法律上之一切責任。 I hereby declare the information and documents provided to be true, and confirm with full legal responsibility for any perjuries found. 外國人簽名： Foreigner's signature:											

雇主協助外國人填寫欄位 Application information											
雇主統一編號 Employer's ID number											
原聘僱或接續聘僱許可函文號(有附則免填, 期滿續聘需填寫, 填表說明注意事項二) (Consecutive) employment permit number (required for renewal of employment, see notice 2)											

同意外國人代雇主申請聘僱許可切結書

Authorization letter

雇主 (統一編號: ) 同意由本案外國人(護照號碼: )  
代為申請聘僱許可，並聲明本申請案所填寫資料及檢附文件等均屬實，如有虛偽，願負法律上  
之一切責任。

The employer (Tax ID number: ) authorizes the foreigner in this  
application (Passport number: ) to apply for the employment permit. Hereby to  
declare the information and documents provided to be true, and confirm with full legal responsibility for any  
perjuries found.

雇主： 負責人： (簽章)  
Employer Responsible person (Signature)

雇主市內電話： (不得填列私立就業服務機構之聯絡資訊)

Employer's landline phone number:

(Cannot be the contact information of the private employment services institution.)

雇主行動電話： (不得填列私立就業服務機構之聯絡資訊)

Employer's mobile number:

(Cannot be the contact information of the private employment services institution.)

電子郵件 e-mail: ☐ 有 Yes:

☐ 無 No

※以上3項聯絡資訊，請確實填寫，雇主應依規定就市內電話或行動電話擇一填寫提供雇主本人  
或可聯繫至雇主之親友電話，如未確實填寫雇主聯絡電話，將不予核發許可。另聯絡資訊將作為  
本機關即時聯繫說明申請案件審查情形及後續聘僱管理注意事項之用，以利縮短案件審查時間，  
與保障雇主聘僱外國人之權益！

Please fill in the three contact methods above. According to the regulations, the employer needs to provide either a mobile or  
landline phone number at which the employer (or a contact person) can be reached. If the contact information of the employer  
is not provided, the Ministry of Labor will not issue the permit. The contact information will be used for the authority when  
needed (to inform the status of the application or attentive matters). To shorten the processing time and guarantee the rights and  
benefits of the employers in hiring foreigners, please fill in the form properly.

中 華 民 國 年 月 日  
Year month day

(以下虛線範圍為機關收文專用區)

(Document Reception Use Only)

收文章： Receipt Stamp	收文號： Case Number
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填表說明注意事項：

Notice

一、相關法規及申請程序，請依照本機關網站所載最新規定辦理。

1. Relevant regulations and application procedures, please follow the latest regulations on the website  
of Workforce Development Agency.

二、許可函文號：範例 勞○○字第 1100641633 號，填寫為 1100641633

2. Employment permit number: ex. 勞○○字第 1100641633 號, please enter 1100641633. You can  
leave this field blank if the permit is attached in the application.

三、☐請依實際情況勾選，如須檢附文件，務必檢附。

3. Please tick the boxes (☐) accordingly, and do submit the required documents.

四、申請文件除政府機關、醫療機構、學校或航空公司核發或開具之證明文件外，應加蓋公司及  
負責人印章。

4. Documents should include the stamps of the company and of the responsible person. (Documents  
issued by the government, school, health facility and airline are exempt.)

五、外國人請填護照號碼，倘非首次來臺受聘且有護照號碼異動之情事，應立即向內政部移民署辦理居留資料異動事宜。

5. Foreigner's passport number is required. If the foreigner is not employed in Taiwan for the first time and has renewed the passport number, he/she shall immediately apply to the Immigration Agency of the Ministry of the Interior for the update of your information.

六、外國人行動電話必填，且不得與雇主或委任私立就業服務機構電話相同，未填寫者，將退請補正確認；電子郵件須勾選「有」或「無」，未勾選者，將退請補正確認，若勾選「有」，請確實填寫且不得與雇主或委任私立就業服務機構電子郵件相同。

6. The foreigner's mobile number is required and cannot be the same as the phone number of the employer or the appointed private employment services institution. If the phone number is not provided, the application will be returned for revision; the email section must be checked "Yes" or "No", or else the application will be returned for revision. If you tick "Yes", please enter the email address and it must not be the same as the email of the employer or the appointed private employment services institution.

七、請據實填寫，如海洋漁撈、農、林、牧、養殖漁業工作之自然人雇主所招募外國人入國後或簽署期滿續聘後雇主死亡，請檢附死亡證明書影本。若他人於自然人雇主死亡或漁船轉予新雇主或場址轉予新雇主後仍以其名義申請聘僱外國人或簽署期滿續聘外國人，將以違反就業服務法第5條第2項第5款規定論處。

7. Please fill in the information according to the facts. If the employer (natural person) dies after the foreigner recruited to work in marine fishing, agriculture, forestry, animal husbandry, and fish farming (aquaculture) entering Taiwan or after signing the renewal on finish of contract, please attach a copy of the death certificate. If another person applies to hire the foreigner in the original employer's name after his/her death or after the fishing boat/ site is transferred to a new employer, it will be in violation of Article 5.2.5 of the Employment Services Act.