

雇主聘僱外國人申請書 (外國人自行申請, 中英文版)

APPLICATION FORM FOR EMPLOYMENT OF FOREIGNERS

(For foreigner to apply on behalf of the employer)

工作類別 category : ☐ 10 製造工作 Manufacturing ☐ 1A 屠宰工作 Slaughter ☐ 20 營造工作 Construction ☐ 30 家庭看護 Caregiver ☐ 40 家庭幫傭 Housemaid ☐ 50 海洋漁撈 Ocean fishing ☐ 90 機構看護 Institutional caregiver ☐ A1 外展農務工作 Outreach agricultural ☐ A2 外展製造工作 Outreach manufacturing ☐ B0 農、林、牧或養殖漁業工作 Agriculture, forestry, animal husbandry, or fish farming (aquaculture) ☐ C0 廢棄物及資源物回收處理工作 Waste and recyclable material management work ☐ A3 多元陪伴照顧服務工作 Diverse Companionship and Care Services		☐ 1M 中階技術製造工作 Mid-level skilled Manufacturing ☐ 1M 中階技術屠宰工作 Mid-level skilled Slaughter ☐ 2M 中階技術營造工作 Mid-level skilled Construction ☐ 3M 中階技術家庭看護工作 Mid-level Skilled Caregiver ☐ 5M 中階技術海洋漁撈工作 Mid-level Skilled Ocean fishing ☐ 9M 中階技術機構看護工作 Mid-level Skilled Institutional caregiver ☐ AM 中階技術外展農務工作 Mid-level Skilled Outreach agricultural ☐ BM 中階技術農業工作 Mid-level Skilled agricultural ☐ 61 雙語翻譯工作、廚師及其相關工作 Bi-lingual translation job, Cook and related		申請項目 Applying Item : 61 ☐ 外國人轉出 transfer ☐ 雇主與外國人協議期滿不續聘轉出 Transfer on agreed discontinuation of employment between the employer and foreigner. 66 ☐ 延長外國人轉換期限 (不續聘轉出依法不得申請延長轉換期限) To extend the transfer period (not for transfer on discontinuation of employment)
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請詳閱背面填表說明 notice on the back

雇主營利事業統一編號、身分證字號、護照號碼(填表說明注意事項八) The employer's Tax ID number, ID number, passport number (see notice 8)							
國籍 Nationality	護照號碼 Passport Number (填表說明注意事項十) (see notice 10)	行動電話 (必填, 填表說明注意事項一) Mobile number (required, see notice 1)	電子郵件 (填表說明注意事項一) E-mail (see notice 1)	廢止聘僱許可申請 Applying for the revocation of the approval of the employment permit (申請項目勾選 61 外國人轉出者, 須擇一勾選) (For applicants who tick no. 61 to transfer must choose one of below boxes)			
菲律賓 The Philippines			☐ 無 No ☒ 有 Yes:	1. ☐ 聘僱關係自 ____ 年 ____ 月 ____ 日起終止 Employment relationship has been terminated since Year ____ Month ____ Day 2. ☐ 依規定無法出席協調會、無法轉換雇主或工作之翌日起終止聘僱關係 In accordance with the regulations, if cannot attend council, cannot transfer a new employer or jobs must to terminate the employment relationship from now on.			
外國人轉換理由 Reason of transfer	外國人轉換理由：(以下理由請依實際情況勾選及視情況檢附文件，填表說明注意事項四) Reason of transfer (Check the boxes according to the fact and provide supporting documents, if necessary, see notice 4.) 1. 被看護者 Original patient ☐ a. 死亡 dies (須檢附證明文件，死亡日期 ____ 年 ____ 月 ____ 日) Dies (Documentary proof is required, Date of death Year ____ Month ____ Day ____) ☐ b. 移民 (須檢附相關證明文件) emigrates (Documentary proof is required) 2. 原雇主 Original employer ☐ a. 死亡 dies (須檢附證明文件，死亡日期 ____ 年 ____ 月 ____ 日) Dies ((Documentary proof is required, Date of death Year ____ Month ____ Day ____) ☐ b. 移民 (須檢附相關證明文件) emigrates (Documentary proof is required)						

	3. ☐ 船舶被扣押、沉沒或修繕而無法繼續作業(須檢附證明文件)。 The vessel he/she works on has been detained, sunk, or under repair so as to compel the discontinuation of the work. 4. ☐ 雇主關廠、歇業或不依勞動契約給付工作報酬經終止勞動契約者(須檢附證明文件)。 The discontinuation of the work caused in the fact that his/her original employer has wind up the factory, suspended the business, or failed to pay the wage/salary pursuant to the employment contract resulting in the termination thereof. 5. ☐ 其他不可歸責於受聘僱外國人之事由者(須檢附證明文件)_____。 Other than the above, similar circumstances not attributable to the employed foreign worker. 6. ☐ 家庭外籍看護工經雇主同意轉換雇主或工作。(勾選第 6 項外國人轉換理由，雇主可依就業服務法第 58 條第 2 項第 3 款規定向本部申請遞補招募許可。) The foreign caretaker transfers to a new employer or work with former employer's agreement (If the reason for conversion is no. 6, in accordance with Article 58.2.3 of the Employment Services Act, the employer shall apply to the Ministry of Labor for a supplementary recruitment permit). 7. ☐ 雇主與外國人協議期滿不續聘(轉出期限至原聘僱期限屆滿日前 14 日。勾選本項者，得免加蓋雇主公司及負責人印章，填表說明注意事項九) Employer and foreigners agree not renew the employment when the contract ends before 14 days.(for those who choose the number 7 are exempted from affixing the seal of the employer company and person in charge, see notice 9.)										
延長外國人 轉換雇主期 限(填表說明 注意事項三) Extend the transfer period (see notice 3)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 65%;"> 轉出函、廢止聘僱許可函、不予許可函、撤銷聘僱許可函或 延長轉出函文號(填表說明注意事項二) Approval letter of (extension of) transfer, revocation or rejection of employment (see notice 2) </td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> </table>	轉出函、廢止聘僱許可函、不予許可函、撤銷聘僱許可函或 延長轉出函文號(填表說明注意事項二) Approval letter of (extension of) transfer, revocation or rejection of employment (see notice 2)									
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延長外國人轉換雇主期限之特殊情形： special situations: 1. ☐ 外國人入國工作未滿 1 年 The foreigner has worked in Taiwan for less than 1 year. 2. ☐ 外國人有就業服務法(下稱本法)第 59 條第 1 項第 1 款、第 2 款規定情事，或被看護者已無照顧需求。Where a foreign national is subject to the circumstances specified in Article 59, Para-graph 1, Subparagraphs 1 or 2 of the Employment Service Act (hereinafter referred to as "the Act"), or the person being cared for no longer requires caregiving services. 3. ☐ 外國人因雇主行蹤不明，經地方主管機關依規定逕行通知公立就業服務機構辦理轉換雇主。In cases where the foreign national's employer is missing, and the local competent authority, in accordance with Article 16 of the Regulations, has directly notified a public employment service agency to arrange for employer transfer. 4. ☐ 其他影響外國人權益重大，經查證屬實(須檢附證明文件)Other significant impact on the rights and interests of foreigner and declared to be true following investigation (Documentary proof is required).											
本申請案文件回復方式(請擇一勾選)： ☐ 親取 ☐ 郵寄外國人工作地址 ☐ 郵寄通訊地址 I would like ☐ to pick up the official document or ☐ to have the official document deliver to Foreigner's work address, or ☐ have the official document deliver to the contact address. 通訊地址(必填，限填中文)： _____ Contact address (required, only in Chinese) 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:											

同意外國人代雇主申請切結書(僅辦理期滿不續聘轉出須檢附，填表說明注意事項九)
Authorization letter (required only for transfer on discontinuation of employment, see notice 9)

雇主 (營利事業統一編號或身分證字號：) 同意由本
案外國人 (護照號碼：) 代為申請轉換雇主或工作，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 or ID number:) authorizes the foreigner in
this application (Passport number:) to apply for the transfer. Hereby to
declare the information and documents provided to be true, and confirm with full legal responsibility for
any perjuries found.

雇主： (簽章 Stamp or signature)

Employer

負責人： (簽章 Stamp or signature)

Responsible person

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 a 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 a private employment services institution.)

電子郵件 e-mail: ☐ 無 No/☐ 有 Yes:

※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
Year

月
month

日
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

填表說明注意事項 Instructions of filling in the above form :

- 一、 外國人行動電話必填，且不得與雇主電話相同，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電子郵件相同。
 1. The foreigner's mobile number is required and cannot be the same as the phone number of the employer. 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.
- 二、 轉出函、廢止聘僱許可函、不予許可函、撤銷聘僱許可函或延長轉出函文號：範例勞○○字第 1100641633 號，填寫為 1100641633，家庭類被看護者死亡勾稽廢止聘僱許可函文號勞○○字第 1100641633-0001 號，填寫為 1100641633-0001，或勞○○字第 1100641633 號，填寫為 1100641633。申請第 2 次（含）以後延長轉出，須填寫前 1 次延長轉出函文號。
 2. Approval letter of (extension of) transfer, revocation or rejection of employment:
ex. 範例勞○○字第 1100641633 號, please enter 1100641633
ex. revocation of employment permit due to the death of the person under care
勞○○字第 1100641633-0001 號, please enter 1100641633-0001
or 勞○○字第 1100641633 號, please enter 1100641633
when reapply for extension of transfer period, last approval letter's number is required.
- 三、 得延長轉換雇主之期限：
應於原轉換作業期限屆滿日前 14 日內，申請延長轉換，且申請以 1 次為限。但外國人屬刑事訴訟案件被害人者，得不受申請次數限制，惟申請延長轉換作業期限不得逾檢察機關不起訴處分或法院一審判決之日止。
 3. Extension of transfer period:
Foreigners may apply for one-time extension of transfer period 14 days prior to the expiration day of the transfer period. One who is the victim of criminal proceedings can apply for multiple times of extension, yet the extension will not exceed day the prosecutor authority made the non-prosecution decision or the day of the first-instance judgement.
- 四、 ☐ 請依實際情況勾選，如須檢附文件，務必檢附。
 4. Please tick the boxes (☐) accordingly, and do submit the required documents.
- 五、 雇主與外國人協議期滿不續聘轉出經本部許可者，本部將協助以外國人希望工作區域刊登「外國人轉換雇主網路作業系統」轉出資訊。
 5. In transfer on agreed discontinuation of employment between the employer and foreigner, the Ministry of Labor will help to publish the transfer information in the region where the foreigner intends to work.
- 六、 依雇主申請招募第二類外國人文件效期、申請程序及其他經中央主管機關規定之文件規定，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，應加蓋申請人或公司及負責人印章。
 6. Documents should include the stamp of the company and the stamp of the responsible person. (Documents issued by the government, school, health facility and airline are exempt.)
- 七、 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。
 7. Relevant regulations and application procedures, please follow the latest regulations on the website of Workforce Development Agency.
- 八、 海洋漁撈工作者，請填漁業執照統一編號。農林牧養殖漁業工作者，如為自然人請填身分證字號，如為法人請填營利事業統一編號。
 8. For ocean fishing job, please enter the fishery license number. For Agriculture, forestry, animal husbandry, or fish farming (aquaculture) job, please enter ID number (natural person) or Tax ID number (legal person).
- 九、 外國人代雇主申請時，轉換理由勾選 7. 「雇主與外國人協議期滿不續聘」者，需填具代雇主申請切結書。
 9. Authorization letter is required if you check no.7 of the reason of transfer. When the foreigner on

behalf of the employer for apply, if you check no.7, the employer and foreigner agree not to renew the employment expiry, and you must fill in the affidavit application form for foreigners to apply on behalf of the employer.

十、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。

10. Foreigner's passport numbers are required. If the foreigners are not employed in Taiwan for the first time and have renewed the passport number, they have to immediately apply to the Immigration Agency of the Ministry of the Interior for the update of their information.