



# Taipei American School

## Professional Application

Tel: 886-2-7750-9900 Ext. 309

Human Resources Office  
Taipei American School  
800 Zhongshan North Road, Section 6  
Taipei 11152, Taiwan ROC  
[hr@tas.edu.tw](mailto:hr@tas.edu.tw)

### Position/Subject applying for

- ☐ Full/Part Time Teacher/Faculty    ☐ Substitute Teacher  
☐ Tutor    ☐ Volunteers/Intern    ☐ Coaching Volunteers

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

Have you ever worked for TAS? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Which department/position? \_\_\_\_\_

Have you ever studied at TAS? \_\_\_\_\_ If yes, when & your student or alumni ID number \_\_\_\_\_

Have you ever been assigned with a TAS parent ID number? \_\_\_\_\_ If yes, please provide your ID number \_\_\_\_\_

To be considered for employment at Taipei American School, applicants must provide: 1) copies of official transcripts/diplomas for each completed degree; 2) three letters of recommendation from direct supervisors, at least one letter must be written by the current direct supervisor; and 3) a personal resume. If possible, provide all required documentation with the application.

### PERSONAL INFORMATION (Please provide the information based on your official ID/Passport in PRINT)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Preferred/Nickname: \_\_\_\_\_

Do you have any of your personal documentation, educational or employment records that are under other than the above name?  
If yes, please specify and provide the other name(s):

☐ No    ☐ Yes : \_\_\_\_\_

Current Address

City \_\_\_\_\_ Country \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone Number

Telephone Number

Personal E-mail Address

### General Information

Nationality: \_\_\_\_\_

Date of Birth  
(mm/dd/yyyy)

Gender

Do you have dual citizenships? ☐ No ☐ Yes: please specify \_\_\_\_\_

☐ M  
☐ F

If you are not a citizen of the USA, are you a permanent resident of the USA (green card holder)? ☐ Yes ☐ No

Do you hold any of the following ROC citizenship status?

- ☐ ROC passport    ☐ ROC National ID Card  
☐ ROC household registration

If you are a non-ROC citizen, are you holding a valid Alien Resident Certificate? ☐ Yes ☐ No

### Marital Status

☐ Single    ☐ Married    If married, is spouse an educator also seeking employment at Taipei American School? ☐ Yes ☐ No  
If married, please indicate the number of children will be accompanying to your post. \_\_\_\_\_

Education			
Institution's Name and Location (City/Country)	Major Course of Subject	Dates Attended (Begin / End)	Degree
Number of graduate level semester hours completed after award of highest degree. (note one quarter hour equals two thirds semester hours)			
Current professional certification held <input type="checkbox"/> Yes <input type="checkbox"/> No   (Certification is not a requirement of employment)			
Certified by (State / Province, Country)	Type of Certification	Issued (Month, Day, Year)	Expires (Month, Day, Year)

Employment Record	
Starting with present or most recent, list your last three employers. Provide a copy of your resume, but complete this portion of the application as well.	
Number of Years as Educator _____ International teaching experience <input type="checkbox"/> Yes ____ years <input type="checkbox"/> No	
Present Employer	Title of Job Classification
Address	Brief Description of Responsibilities
City                      Country                      Zip Code	
Telephone Number                      Dates Worked (Begin/End)	
Supervisor's Name and Title	Employment Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Others _____
	Reason for leaving
Last Employer	Title of Job Classification
Address	Brief Description of Responsibilities
City                      Country                      Zip Code	
Telephone Number                      Dates Worked (Begin/End)	
Supervisor's Name and Title	Employment Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Others _____
	Reason for leaving

Last Employer		Title of Job Classification		
Address		Brief Description of Responsibilities		
City	Country			Zip Code
Telephone Number	Dates Worked (Begin/End)			
Supervisor's Name and Title		Employment Status <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Others _____		
		Reason for leaving		

Have you ever been warned by an employer due to violation of employment requirements or misconduct?

☐ No

☐ Yes, Please specify here:

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Have you ever been asked to resign (involuntary termination)?

☐ No

☐ Yes, Please specify here:

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### References

List three referees: at least two from direct supervisors or head of department/school, including one from current employer/or most recent if currently not employed, plus one who is not related to you and have knowledges of your experience, conduct and or qualifications

Name	Position Title/Relationship	Address (Street, City, State, Country, Zip Code)	Telephone Number (Country & Area Code) & Email Address

May we contact your present employer? ☐ Yes

☐ No (please specify: \_\_\_\_\_)

Does Taipei American School employ a relative of yours?

☐ Yes

Name: \_\_\_\_\_ Relationship: : \_\_\_\_\_

☐ No

## Others

Professional Development and Co-curricular Activities:

Recent Professional Development Activities:

Co-Curricular Activities You Would Be willing To Sponsor:

I declare that I have no criminal record, am under no current indictment for a crime, and have at no time been warned by either an employer or a governmental authority in relation to harassment or a sexual offense or child abuse, and there are no such proceedings pending against me at the date of this declaration.

I understand that communications which I make on social media and in other public forms may reflect on Taipei American School, and on my ability to act as a role model and ethical leader for students. I certify that I have not to date made social media or other public communications which could be harmful to Taipei American School's educational mission or to the reputation of Taipei American School as an educational institution, or which could impair my ability to perform my educational duties, and that I will not do so while I am employed by Taipei American School.

I hereby certify that the information provided on this application is true and correct; and that I understand any misrepresentation or omission of facts on my part will be justified for separation from Taipei American School, if employed. I understand that an employment offer may be contingent upon verification of credentials, employment experience, and any other information related to job performance.

I acknowledge that omission of facts or violation of the TAS employment requirement may result in termination of any further consideration of an application prior to the making of an offer of employment, revocation of any offer of employment if employment has not yet commenced, or the termination for cause under TAS Employment Contract if already employed when the violation or omission is discovered.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Taipei American School Letter of Advice on Collecting, Processing and Using Personal Data**

PLEASE READ THE FOLLOWING MESSAGE ON THE COLLECTION, PROCESS, AND USE OF PERSONAL DATA YOU ARE BEING ASKED TO SUBMIT IN THE TAIPEI AMERICAN SCHOOL (TAS) APPLICATION PROCESS.

YOU WILL BE ASKED TO AUTHENTICATE YOUR IDENTITY AND PROVIDE A SIGNATURE/ELECTRONIC RECORD THAT WILL SERVE AS YOUR WRITTEN CONSENT TO THE COLLECTION, PROCESS, AND USE OF YOUR PERSONAL DATA.

### **THE PURPOSE OF PERSONAL DATA COLLECTION**

TAS collects personal data for the purpose of processing your job application and the establishment and maintenance of the Human Resources and Employee records if the application is accepted. Personal data will also be used to ensure our compliance with any applicable Republic of China regulations. Individual-identifying personal data will not be made public in any way without written permission. After an applicant is accepted, personal data provided may be used by TAS personnel for regular contact.

### **THE CLASSIFICATION OF PERSONAL DATA**

You will be asked to submit personal identifying data for the application process, including but not limited to full names, phone numbers, email addresses, physical addresses, passport information, visa or Republic of China residency permit information, family or marriage status, educational background, occupation, employment history, medical information, criminal records, other identifying information which may be used to identify you, both directly and indirectly and his/her dependents.

### **TIME PERIOD, AREA, TARGET AND METHOD OF USING PERSONAL DATA**

- Time Period: If an application is declined, the personal data submitted will be retained for a one year time period for future opening considerations.
- Area: The personal data will be collected, processed, and used by TAS in the territory of Taiwan.
- Target: TAS will not transmit or transfer any private personal data to other organizations, individuals, or private business, unless it is legally required upon request to cooperate with the investigation of a judicial authority, or TAS has contractual relationships with those entities. If personal data is transmitted or transferred to third parties as a result of legal requirements or contractual obligations, TAS will ensure that recipients of personal data employ the same level of personal data protection as required by law.
- Method: The data will be collected through the job application and stored digitally in the TAS Human Resources systems. Upon an applicant's acceptance, personal data may be transferred to additional systems within TAS for the purposes afore mentioned.

### **YOUR RIGHTS UNDER PERSONAL DATA PROTECTION ACT (ACT)**

You may exercise the following rights in accordance with Article 3 of the ACT, including:

- You may raise any inquiry, request review, or duplication of your personal data. TAS may charge you the necessary expenses incurred for such service.
- You may request TAS to supplement or correct the personal data, but you should provide appropriate explanation.
- You may request TAS to discontinue collecting, processing or using your personal data, and delete the personal data except for what may be necessary for TAS to perform its legal duties or school operation under the relevant laws.
- If you wish to exercise the aforesaid rights, you may make the request to [hr@tas.edu.tw](mailto:hr@tas.edu.tw) and we will proceed with it per your request.

### **YOU MAY CHOOSE NOT TO PROVIDE YOUR PERSONAL DATA**

- You may choose not to provide your personal data to TAS. However, if you so choose, or request to discontinue collecting, processing, or using your personal data, or to delete your personal data, TAS has the discretion to decline your application.

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WITH THE ABOVE PRIVACY NOTICE, I HEREBY ACKNOWLEDGE AND UNDERSTAND TAS'S PURPOSES AND METHODS OF COLLECTING, PROCESSING, OR USING MY PERSONAL DATA. BY MAKING AN APPLICATION AND AUTHENTICATING MY IDENTITY THROUGH THE SIGNATURE/ELECTRONIC RECORD BELOW, I AM PROVIDING MY WRITTEN CONSENT TO THE COLLECTION, PROCESS, AND USE OF MY PERSONAL DATA. I ALSO AGREE WITH ANY OF TAS'S SUBSEQUENT AMENDMENTS TO THE PRIVACY NOTICE PROMULGATED ON THE TAS WEBSITE.

Signature

Date

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