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| |  | | --- | | **National Chung Hsing University**  **Notice of Contract Personnel Reporting for Duty**  Date: (YYYY/MM/DD) |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  | Employee No. |  | Position |  | | Unit |  | Start Date  (report for duty) |  | Signature/Seal of Director |  | | Comments from Personnel Office | Division 1:  Division 2:  Division 3:  Division 4: | | | Director of Personnel Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Required Documents | |  |  | | --- | --- | | * 1. | Photocopy of National ID Card | | * 2. | Photocopy of Academic Certificates | | * 3. | Photocopy of Proof of Service | | * 4. | Photocopy of Appointment Approval Form and Contract | | * 5. | Two 1-inch color photos (for NCHU ID) | | * 6. | Medical exam report | | |

**Notes:**

1. To protect your rights and interests, please be sure to prepare all required documents and complete registration procedures within 3 days after reporting for duty.

2. Go to the Personnel Office website →Regulations →Contract Personnel to download the contract in quintuplicate.

3. Apply for a vehicle pass with campus security.