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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 |  |

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| Required Documents |

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| * 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 |

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**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.