**文藻外語大學**

**校外實習機構提供實習職缺需求表**

**Internship Questionnaire**

**(本表經公司蓋章後可視作實習契約之附件)**

|  |  |  |  |
| --- | --- | --- | --- |
| 機構名稱Name of Institution |  | 統一編號Unified Business No. | (公家單位可免填) |
| 機構網址或部落格 Website or Blog |  |
| 地址Address | □□□□□ |
| 承辦人Contact Person |  | 公司認證章Company Seal | 認證日期：Date: |
| 電話 TEL |  |
| 傳真FAX |  |
| 手機 Cell Phone  |  |
| E-mail |  |

1. **請勾選貴機構可提供實習職缺 (Please tick the internship period your institution will offer)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 實習類別Type | 起迄日期 Period | 週數Weeks | 時數Hours | 甄選方式Selection Method |
| □學期實習One semester | 月 日~ 月 日From\_\_\_\_ to \_\_\_\_ | 18 |  | * 學生至公司面談 On-site Interview
* 由本校分發

Nominated by Wenzao* 其他Other:

(please specify) |
| □暑假實習Summer Break | 7月1日~ 8月31 日From July 1 to August 31 | 8 | * 320小時（含）以上Above 320 hrs
 |
| * 其他Others

(please specify) | 月 日~ 月 日From\_\_\_\_ to \_\_\_\_ | \_\_\_週 | 時數說明：Total hours: |

1. **實習工作說明 Job Summary：**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 部門Department  | 工作內容Job Description | 應具備之技能Skills Required | 工作時間Working Hours | 名額Vacancy/Major Preferred |
|  |  |  |  |  \_\_\_\_\_\_\_\_ 系/Major\_\_\_\_\_\_\_\_ 位/No. |
| 不限系別/Not specified\_\_\_\_\_\_\_\_\_位/No.  |
| 不限系別/Not specified\_\_\_\_\_\_\_\_\_位/No.  |
| 備註：本校共有12個學系(英文系、法文系、德文系、西文系、日文系、國際企業管理系、數位系、國際事務系、應用華語系、外語教學系、翻譯系、傳播藝術系)，貴單位若如需特定專長之實習學生，請於上欄載明系別及人數，以利媒合。Remarks:If you prefer interns from specific fields, please indicate major and vacancy respectively. The 12 undergraduate programs this university offers are English, French, German, Spanish, Japanese, International Business Administration, Digital Content Application and Management, International Affairs, Applied Chinese, Foreign Language Instruction, Translation & Interpreting and Communication Arts. |

1. **福利 Welfare：**

|  |  |  |
| --- | --- | --- |
| 請打 Please tick | 提供項目Items | 內容Details |
| □提供 Yes□不提供No | 薪資Wage | 新台幣NT$ ： 元  |
| 發薪日期Pay day：\_\_\_\_\_\_ 計算方式paid by (NT$)：□ 時薪 hour \_\_\_\_\_元, or□ 日薪 day \_\_\_\_元, or□ 月薪 month\_\_\_\_元, or□ 其他 Other：\_\_\_\_\_\_\_\_\_\_\_\_\_ | 匯款方式Payment Method：□現金直接撥付學生 by cash to intern directly□金融機構匯款予學生 by bank transfer to intern□金融機構匯款予本校代收代付 depositing into school account and pay to intern duly |
| □提供 Yes□不提供No | 交通津貼Transportation Allowance | 新台幣 NT$ ： 元計算方式paid by ：□ 按日計算dayˍˍ元□ 按次計算times ˍˍ元□ 其他Other ˍˍˍˍˍˍˍˍ |

|  |  |  |
| --- | --- | --- |
| □提供 Yes□不提供No | 宿舍Dormitory | * 提供免費住宿Free boarding：□有寢具w/bedding;

□寢具自備w/o bedding* 提供比照員工價格收費住宿：□有寢具 w/bedding;

□ 寢具自備w/o bedding, 每月ˍˍ元（□由薪資扣除）Charged based on employee’s rate per month at NT$\_\_\_\_ (□ deducted from the wage) |
| □提供 Yes□不提供No | 保險Insurance | * 願提供勞保，勞保級距說明：will provide Labor Insurance—Grades of Insured Wage NT$\_\_\_\_\_\_\_\_\_\_\_\_
* 願提供健保，健保級距說明：will provide Health Insurance—Grades of Insured Wage NT$\_\_\_\_\_\_\_\_\_\_\_\_
* 願提供ˍˍˍ萬元意外保險並提供保險憑證影本: will provide Accident Insurance (a photocopy of insurance certificate is required)
 |

**4.其他注意事項或說明 Remarks：**

|  |
| --- |
| (例如：需攜帶證件、**報到時間**、是否需提前報到做職前訓練等….)\*請一定要註明當天報到的時間\*Please give details of the followings, if any:* 報到時間On-board date/time
* 職前訓練日期Pre-service training date/time
* 報到時需攜帶並繳交的個人文件Personal documents required
* 其他與本實習有關之補充事項All the necessary information to facilitate the internship…..
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**5.是否有文藻校友任職於貴公司？ Is there any Wenzao graduate working in your institution currently?**

**□ 是 Yes □ 否 No**

**姓名： 科系： 電話：**

**Name Major Tel. No.**