**General Regulations for 2025 Foreign English Teacher Recruitment**

**Hua-Ren Junior High School, Hualien County**

**I. Basis**

The Teachers’ Act and its Enforcement Rules; the Act Governing the Appointment of Educators and its Enforcement Rules; the Guidelines for Teacher Recruitment in Public Senior Secondary and Below Schools; and the Regulations on the Establishment of Teacher Evaluation Committees in Senior Secondary and Below Schools.

**II. Recruitment Conditions and Qualifications**

1. Foreign nationals under the age of 65, who are not subject to the circumstances specified in Articles 31 and 33 of the Act Governing the Appointment of Educators and Articles 14 and 15 of the Teachers’ Act, and who simultaneously meet both the “Basic Requirements” and the “Specialty Requirements,” are eligible to apply.
(1) Possession of valid residence permit documents for foreign nationals in Taiwan.
(2) A bachelor’s degree or higher from a domestic or foreign university recognized by the competent authority.
(3) English must be an official or commonly used language in the applicant’s country of nationality.

**III. Recruitment Category and Vacancy**

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| --- | --- |
| **Category** | Foreign English Teacher (Special Program) |
| **Vacancy** | 1 position (tentative); several on waiting list |
| **Notes** | 1. Waiting-list candidates will only fill vacancies arising from this recruitment.
2. Responsible for English teaching and related affairs within the school, and assist other schools when necessary.
3. Applicants with IT proficiency and Windows skills, or with experience in handling education-related projects, are preferred.
4. Must assist in the school’s bilingual and international education curriculum development.
5. Employment period: From actual start date until July 31, 2026.
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**IV. Other Provisions**

Applicants who do not meet the qualifications are solely responsible for any legal liabilities. If such cases are not discovered during registration or if forged documents are submitted, the applicant shall be unconditionally dismissed after admission, and the vacancy will be filled by waiting-list candidates.

**V. Application Time**

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| --- | --- |
| **First Recruitment** | September 3th, 2025, 9:00–11:00 A.M. |
| **Second Recruitment** | September 5th, 2025, 9:00–11:00 A.M. |
| **Third Recruitment** | September 8th, 2025, 9:00–11:00 A.M. |
| **Notes** | 1. Late applications will not be accepted.
2. If sufficient candidates have already been recruited in the previous selection, the recruitment may be canceled with a separate announcement.
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**VI. Application Venue**

Personnel Office, Huaren Junior High School
Address: No. 3, Donghai 10th Street, Ji’an Township, Hualien County
Tel: (03)8543471 ext.121

**VII. Application Method**

Applicants must register in person on-site or by authorized representative. (Applicants applying through a proxy must submit a **Letter of Authorization**.The proxy shall present their **National Identification Card** along with the applicant’s **Residence Permit** for verification.)

**VIII. Application Procedures**

1. Documents for Verification (originals required; originals will be returned after inspection):
(1) **Identification Documents**: A valid passport and residence permit effective as of the employment start date (not required if unavailable).
(2) **Academic Credentials**: Diploma of a bachelor’s degree or above.

(3) **Proof of Service or Employment** (not required if unavailable).

(4) **Certificates of Special Skills or Outstanding Performance** (not required if unavailable).

1. Documents to be Submitted:
(1) Application Form and Admission Ticket (completed, with one recent 2-inch photo affixed; one identical photo for the Admission Ticket).
(2) Photocopies of passport and residence permit.
(3) Photocopy of diplomas and work experience (if applicable).
(4) Affidavit (confirming no disqualification under Teachers’ Act Articles 14, 15, and Act Governing Appointment of Educators Articles 31, 33).
(5) Power of Attorney (if applicable, with both proxy and principal’s ARC).
(6) Certificates of expertise or special achievements (optional).
(7) Autobiography (three copies, A4, 1–2 pages).
(8) Teaching Portfolio (three copies, to be submitted during teaching demo) (optional).
(9) Police Criminal Record Certificate (issued within past six months) or affidavit if not yet obtained.
2. Application Fee: Free.
3. Applicants may leave only after receiving and confirming their Admission Ticket.

**IX. Recruitment Method**

|  |  |
| --- | --- |
| **Category** | Foreign English Teacher (Special Program) |
| **Exam Subject** | Oral Interview (15 minutes) |
| **Evaluation** | Education philosophy, teaching experience, professional knowledge, communication skills, personal appearance |
| **Additional Bonus** | Applicants who possess a teaching license from their home country or from Taiwan, and who have graduated from a university or higher degree program in education, English, or a related field, and have completed coursework in English teaching materials and methodology, language assessment, and second language acquisition, will receive an **additional 5% bonus**. |
| **Notes** | 1. Applicants must prepare their own teaching materials/equipment; the school will not provide projectors or computers.
2. Scores will be averaged to two decimal places (rounded at the third).
3. Three copies of autobiography must be submitted.
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**X. Recruitment Date, Time, and Venue**

|  |  |
| --- | --- |
| **First Recruitment** | September 3rd, 2025, 1:30 P.M. |
| **Second Recruitment** | September 5th, 2025, 1:30 P.M. |
| **Third Recruitment** | September 8th, 2025, 1:30 P.M. |
| **Venue** | Huaren Junior High School (address above) |
| **Procedure** | * 1:00–1:30 P.M. Registration
* 1:30–1:45 P.M. Oral Interview (15 minutes)
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| * + Report to the Personnel Office; failure to report on time will be considered withdrawal.
	+ Order of examination follows order of registration; no drawing lots.
	+ Applicants called three times but absent will be disqualified; no make-up allowed.
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**Notice:** Applicants must present Alien Resident Certificate (ARC) **or** a photo-bearing identification document at the Personnel Office **before the designated registration time** to complete the check-in procedure.

**XI. Admission Rules**

1. The number of admitted candidates will follow the announced quota; If applicants’ scores do not meet the admission standard, the number of admitted candidates will be reduced accordingly.
2. The minimum admission standard shall be determined by the school’s Teacher Evaluation Committee. Candidates who do not meet the minimum standard may, with the approval of the Committee, be denied admission. Applicants who score below **80 points** will neither be admitted nor placed on the waiting list.
3. Applicants who are not admitted will not be individually notified, and documents will not be returned.

**XII. Announcement of Results**

The list of admitted candidates will be announced before 3:00 PM on the day of the recruitment on the Hualien County Education Department website (<http://www.hlc.edu.tw> → Announcement System → Teacher Recruitment page) and the Huaren Junior High School website. Candidates must check the results themselves. If a stamped self-addressed envelope was provided at registration, a written notification will also be mailed.

**XIII. Score Review**

Requests for score review will be accepted on September 4th from 8:00 to 9:00 AM. Applicants must apply in person with ARC and Admission Ticket, or authorize a proxy with a Power of Attorney. Late applications will not be accepted. Reviews are limited to one request only. The proxy shall present the original National Identification Card and the principal’s original Alien Resident Certificate (ARC) for verification.

**XIV. Registration**

Admitted candidates must report in person with all original academic and professional documents on September 3rd from 16:00 to 17:00 at the Personnel Office. Those failing to report on time will forfeit their eligibility, and vacancies will be filled by candidates on the waiting list.

**XV. Other Notes**

1. Employment is effective from the actual start date **until July 31, 2026**, with salary starting from the date of employment.
2. Rights and obligations of hired teachers follow relevant laws and regulations.
3. Teacher Evaluation Committee and Recruitment Committee members are organized in accordance with the Regulations on the Establishment of Teacher Evaluation Committees.
4. Applicants who do not meet the eligibility requirements and still apply shall bear full legal responsibility if criminal liability is involved. If ineligibility is not identified at the time of application, or if forged documents are submitted, the applicant’s employment shall be unconditionally terminated even after admission and appointment.
5. Foreign teachers confirmed for admission must cooperate with the school to submit the required documents for the application of a Work Permit from the Ministry of Education. They shall also sign the new service contract (School Year 2025–2026) issued by the Ministry of Education/Education Bureau on a designated date.
6. In case of natural disasters or force majeure, schedule or venue changes will be announced on the National Teacher Recruitment Network, the Hualien County Education Department website, and the school website.
7. Appeals Hotline: Personnel Office, Huaren Junior High School, (03) 8543471 ext.121.
8. Any matters not specified in these guidelines shall be handled in accordance with relevant laws, regulations, and the resolutions of the Teacher Evaluation Committee. Additional announcements, if any, will be published on the National Teacher Recruitment Platform, the Hualien County Government Department of Education website ([http://www.hlc.edu.tw/](http://www.hlc.edu.tw/?utm_source=chatgpt.com) → Announcements → Teacher Recruitment), and the school’s official website.
9. Monthly Salary: Salaries shall be handled in accordance with the personnel budget under the “Program for Introducing Foreign English Teachers,” as approved by the Hualien County Government.
10. Basis of Recruitment: This recruitment is conducted pursuant to the approval of the Hualien County Government, Document No. 1140170494, dated August 26, 2025. All related materials will be used for teacher recruitment registration and for the Ministry of Education’s development of teacher training policies.

中華民國114 年 9 月 1 日

**Application Form**

**2025 Foreign English Teacher Recruitment**

Personal Information No:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | Date of Birth |  | photo |
| Gender |  | ARC No. |  |
| Current Job |  | Passport No. |  |
| Address |  | Phone Number |  |
| Education | 1.2.3. |
| Work Experience | Institution | Position | Duration |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| Special Performance | * Possession of a teaching license from the applicant’s home country
* Possession of a teaching license in Taiwan
* Graduation from a university or higher degree program in education, English, or a related field
* Completion of coursework in English teaching materials and methodology, language assessment, and second language acquisition

Applicants who meet **any one** of the above criteria will receive an **additional 5% bonus**. |
| Examination Result | valid | invalid | Examiner’s Signature | Recipient’s Signature |
|  |  |  |  |

**Admission Ticket**

**2025 Hualien Huaren Junior High School Foreign Teacher**

※ Location for Recruitment Assessment: Personnel Office, Huaren Junior High School

|  |  |
| --- | --- |
| Ticket No.: | Photo |
| Gender: |
| Full Name: |
| Date of Birth: |
| ARC No.: |

Address: No. 3, Donghai 10th Street, Ji’an Township, Hualien County
Tel: (03)8543471 ext.121

※ Participants shall arrive on time and present a valid ARC along with this Assessment Pass.

**Affidavit of Compliance**

I hereby acknowledge that I have read and fully understood the provisions of **Articles 14 and 15 of the Teachers’ Act** and **Articles 31 and 33 of the Regulations on the Appointment of Educational Personnel**.

I solemnly declare that I am not subject to any of the circumstances listed under:

* Article 14, Paragraph 1 of the Teachers’ Act (except those eligible under other provisions of the same article),
* Article 15, Paragraph 1 of the Teachers’ Act (except those eligible under other provisions of the same article), and
* Article 31, Paragraph 1 and Article 33 of the Regulations on the Appointment of Educational Personnel (except those eligible under other provisions of the same articles).

If it is later verified that I fall under any of the above-mentioned provisions, I agree to **voluntarily forfeit my employment eligibility and accept unconditional termination of appointment**, and I further waive any right to prior defense.

To:
Huaren Junior High School, Ji’an Township, Hualien County

Declarant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature/Seal)
ARC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Republic of China (Taiwan)
Date: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_

**Power of Attorney**

I, the undersigned, am applying for the **114th Academic Year, 1st Recruitment of Foreign English Teachers organized by Huaren Junior High School, Ji’an Township, Hualien County**.
Due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I am unable to appear in person at the school to complete the registration procedures.
I hereby authorize the proxy named below to handle the registration process on my behalf.

To:
Huaren Junior High School, Ji’an Township, Hualien County

**Principal (Applicant):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)
ARC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Contact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proxy (Authorized Person):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)
National ID No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Contact Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Republic of China (Taiwan)
Date: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_

**Affidavit of Application without Police Criminal Record Certificate**

I, the undersigned, am applying for the **114th Academic Year, 1st Recruitment of Foreign English Teachers organized by Huaren Junior High School, Ji’an Township, Hualien County**.

As I have not yet obtained a **Police Criminal Record Certificate issued within the last six months**, I hereby apply by submitting this affidavit with the school’s prior consent.

If admitted, but unable to submit the required certificate **on or before October 1, 2025**, I voluntarily agree to forfeit my admission eligibility.

To:
Huaren Junior High School, Ji’an Township, Hualien County

Declarant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)
ARC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Republic of China (Taiwan)
Date: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_