**National Cheng Kung University Recruitment of Outstanding Talent/ Visiting Scholar: Items Pertaining to Employment Separation**

 Amended on 2025/1/16

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| Current employer | Name | National Identification Card Number | Job title | 🕿Contact number |
|  |  |  |  | Campus extension:Mobile number: |
| ●The effective date of the termination of employment: / / YYYY/MM/DD. (Please fill in the following form) (※ Salary is not paid after the aforementioned date. If any changes are made, the supervisor’s stamp must be affixed next to such changes) |
| Initial period of employment | From / / (YYYY/MM/DD) to / / (YYYY/MM/DD) | Reason for leaving | * Expiration of period of employment
* Other:
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| Notice | 1. To avoid triggering salary deductions or compensations after employment separation, the applicant should fill out the Labor and Health Insurance Cancellation Application Form **no later than the final working day** and submit it to the Personnel Office **to apply for cancellation** (please download the form from the website of the Personnel Office). The applicant should apply for the current month’s salary **after data maintenance is performed by the Personnel Office**. Please make the payment in accordance with the Employment Separation Salary Deduction or Compensation Calculation Sheet provided by the case handler. 2. Method for receiving employment separation certificate: □ Pick up in person□ Provide return envelope for registered mail (please provide sufficient postage and write down the name and address of the recipient) |
| Signature of principal investigator/supervisor  | ※In accordance with the terms of the employment contract, the employed personnel should submit a research (teaching or research, development, and management) work report upon employment separation.  　　　　　　 (Please include the date of signature) | Signature of dean/chairperson of research center | (Please include the date of signature) |
| Case handler(Extension of case handler) | Items | Signature of case handler(Please include the date of signature) |
| Personnel Office | Project Human Resources Division (50897) | Labor and health insurance/ Labor pension/contribution benefits | 1. Unpaid expense (e.g., labor or health insurance and labor pensions)□ Labor or health insurance, dependent insurance, and labor pensions are not in arrears.□ Unpaid expenses of labor or health insurance, labor pension, and dependent health insurance have been paid by the party concerned in accordance with the Calculation Form of Payable/Refundable Salary for Retirement. Receipt No.: \_\_\_\_\_, \_\_ (year)2. Settlement of retirement savings appropriated during the period of service in NCKU (applicable to foreigners or faculty members who remained employed before December 31, 2007)Date of appropriation (mm/dd/yyyy): \_\_\_/\_\_\_/\_\_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_\_\_\_Employer/employee premium for termination pay savings: NT$ /NT$ ＊Please provide the designated post office or bank account for remittance and attach a photocopy of your passbook. If the account is a bank account, please specify the name of the branch. The Cashier Division (Undertaker phone No: 50616) shall settle the personal account with the Bank of Taiwan. After the remittance fee is deducted, the fund (including the principal fund and interest) shall be remitted directly to the designated account. |  |
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| Recruitment and Employment Division(50865) | Overpayment = Monthly salary ( ) × | Number of days overpaid ( ) | = NT$  |  |
| Number of days in the month ( ) |
| Current employer | Name | National Identification Card Number or Alien Resident Card Number |
|  |  |  |
| Case handler(Extension of case handler) | Items | Signature of case handler(Please include the date of signature) |
| Office of General Affairs | Management Service Division (50587) | * Applicants who have been assigned to university dormitories should check out of their dormitories in accordance with regulations and visit the Construction and Maintenance Division.
* Applicants without assigned university dormitories **(Check this box to receive an exemption)**.
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| Construction and Maintenance Division | Payment of utility bills by applicants with assigned university dormitories **(Applicants without assigned university dormitories are exempted)** |  |
| Property Management Division (50588) | Property handover **(****Applicants without any property are exempted)** |  |
| Center for Occupational safety and Health and Environmental ProtectionCenter of Environment Protection, Safety and Health(51106) | □ Confirm the cancellation of physical examination registration control.  |  |
| Office of Research and DevelopmentResearch Innovation and Development Division(50909) |  |  |
| Library(Circulation desk 65760) | 1. Return all borrowed books (the applicant’s identification card is required).2. Submit the National Cheng Kung University Recruitment of Excellent Talent: Copyright Authorization Form for Results and Reports  (Download from: <http://ir.lib.ncku.edu.tw/explain/> ) |  |
| Personnel Office | Assessment and Development Division(50872) | Return the identification card |  |
| Recruitment and Employment Division(50865) | 1. Submit the Items for Employment Separation (this form) to complete the employment separation process. **2. Foreign nationals (excluding Mainland China** **compatriots) should also fill out the Termination of Contract Agreement Form.**  |  |
|  Note: 1. All applicants should complete their employment separation process before their official date of employment separation to protect their rights and benefits such as those pertaining to labor and health insurance and labor pension.2. After an applicant has completed their employment separation process, they may pick up their employment separation certificate from the Recruitment and Employment Division of the Personnel Office starting from the day before their official date of employment separation.  |

Case handler of Recruitment and Employment Division

Director of Recruitment and Employment Division

Director of Personnel Office

President of National Cheng Kung University