



Teaching in Taiwan 2016-2017



Program Overview

In an effort to enhance the English learning environments for school-aged children in rural areas, the Ministry of Education, R.O.C (Taiwan) actively recruits qualified teachers to teach in **K-9 public schools** in Taiwan. The goals of the program are to broaden English immersion experiences of Taiwan's young minds and to establish inter-school relationships between English speaking countries and Taiwan.

Applicants with a bachelor's degree or higher and a teacher's license are eligible to apply. Benefits for selected teachers include a subsidy of round-trip airfare, housing stipend, overtime pay, health and labor insurance, and monthly salary based on educational background and teaching experience. The intangible benefits for teachers include exposure to the rich heritage and natural beauty of Taiwan as well as to world-renowned cuisine and local delicacies.

Teaching Duration

- 2016 academic year (August, 2016 to July, 2017)
- Contracts may be renewed for the next academic year subject to agreement between teachers and schools.

Qualification Required

- (1) English native speaker
- (2) Bachelor's degree or above
- (3) Teaching certificate issued by State of Maine government
- (4) No criminal record

Remunerations and Other Benefits

- **Air Fare:**

Round-trip air ticket; airfare reimbursement up to NT \$40,000 (≒ US \$1,300)/one-way/per teacher/one family member.

- **Housing Allowance/Dormitory:** NT \$5,000 for single per month (≒ US \$160); NT \$10,000 for family per month (US \$330).

- **Health Care Benefits:** Health insurance and labor insurance

- **Monthly Salary (Depending on teaching experience):**

- Holders of doctoral degrees: NT \$73,025~91,420 (US \$2,336~2,925)

- Holders of master's degrees: NT \$69,965~86,820 (US \$2,338~2,778)

- Holders of bachelor's degrees: NT \$62,720~78,045 (US \$2,007~2,497)

**Salary is based on teacher's highest education level and length of teaching experience. The amount of teacher's teaching experience only includes the year(s) he/she has taught at a public government school within or outside of the R.O.C. or a registered private school in the R.O.C. Less than one year or a practicum period will not be considered.*

** Basic monthly living expenses, excluding housing, may range from NT \$15,000 (US \$480) to NT \$30,000 (US \$960) for a single person. Expenses vary among different cities. For further information, please check the "Basic Living Costs" on the following page.*

**Currency rate: 1NTD=0.032USD*

- **Performance Bonus:** Teachers who have taught for 12 months and whose annual performance is graded A, are given an extra month's salary as a bonus. Those whose performance is graded B, are given an extra 1/2 month's salary as a bonus.

- Overtime pay

- Leaves, holidays and vacations

- **Working Hours:** Approximately 40 hours per week, (8 hours/day, 5 days/week), from Monday to Friday.

** Please note that benefits and the working hours listed above are subject to applicable laws, regulations, and*

related provisions of the contract signed between teachers and schools.

Application

- Send Application to Education Division, TECO-Boston before **March 15, 2016** at the following address:

Education Division, TECO-Boston

99 Summer Street, Suite 801

Boston, MA 02110

Attn: Rongrong Jiang
- Contact: Ms. Rongrong Jiang; 617-737-2055; education@tecoboston.org

Other information

- **Basic Living Costs:** Total expenses, excluding housing, may range from NT\$15,000 (US \$480) to NT 30,000 (US \$960) for a single person. Expenses vary among different cities.
- **Transportation:** In Taiwan, it is easy to reach everywhere by local train. Many towns have a local train stop that will allow you to travel between towns and cities. Also, High Speed Rail (HSR) serves western Taiwan, which runs from Taipei to Kaohsiung. In some towns, bicycles, scooters and automobiles are common forms of daily transportation. Convenient bus services are also available in most counties.
- **Maine Teacher Certificate:** For further information or questions regarding teacher certification in Maine, please contact Dr. Jay Ketner at jay.ketner@maine.gov



Teaching in Taiwan 2016-2017



Application Package

This application package shall be used and applied to the **Teaching in Taiwan Program Application ONLY**.

- **Application period:**

Submit the Application package before **March 15, 2016** to Education Division, TECO-Boston

- **Requirements:**

All applicants must meet the following requirements to be eligible for consideration:

1. Obtain **a bachelor's or higher degree** from an accredited college or university;
2. Hold a teaching certificate issued by State of Maine government;
3. Commit to abide by the laws and regulations of Taiwan;
4. Possess competent interpersonal and communication skills;
5. Demonstrate an understanding and appreciation of the local culture;
6. Be able to teach in the schools in a rural area.

- **Required Documents:**

Qualified applicants must submit the following documents no later than **March 15, 2016** to be eligible for the selection process:

1. Original Documents:

- ____ Application Form (completed, signed and dated by the applicant)
- ____ Three Letters of Recommendation (signed and dated by the referees)
- ____ Resume (printed in ink or typed)
- ____ Transcript(s) (issued directly by schools)

2. Photocopies:

- ____ Diploma (highest degree obtained)
- ____ Teaching Certificate (valid for duration of the program)
- ____ U.S. Passport

____ Physical Examination (1. **signed, dated by applicant’s physician, and notarized;**
2. copy of the “**ITEMS REQUIRED FOR HEALTH CERTIFICATE (Form B)**” --See APPENDIX

____ Criminal History Record Information (CHRI), issued by the US Federal Bureau of Investigation (FBI) or others.

3. Teaching demo:

____ Please prepare 5-minute teaching demonstration video. (DVD or provide available link.)

- **The applicant will be interviewed. Details will be given to the applicant regarding the interview schedule.**
- **The Application should be mailed to the following address prior to the stated deadlines.**

Education Division, TECO-Boston

99 Summer St., Suite 801

Boston, MA 02110

Attn: Rongrong Jiang

Note:

The Teaching in Taiwan Program acceptance notice will be sent to candidates after the selection process at the end of June, 2016. However, candidates with acceptance notices are NOT automatically issued a work permit and/or a Resident Visa.

*For work permit application, please visit the **Workforce Development Agency, R.O.C. (Taiwan)** at <http://www.wda.gov.tw/en/index.jsp>.*

*For Resident Visa application, please visit the **Bureau of Consular Affairs, Ministry of Foreign Affairs, R.O.C. (Taiwan)** at https://visawebapp.boca.gov.tw/BOCA_MRVWeb/subroot/MRVWeb0_form.jsp.*

Failure to obtain the proper work permit and the Resident Visa after receiving the program acceptance notice could still result in the disqualification of candidacy.



Teaching in Taiwan 2016-2017



Application Form

This application must be filled out, completed and **printed in ink** or **typed** in order to be considered for selection review.

I. PERSONAL INFORMATION

Last Name _____ First Name _____

Place of Birth _____ Date of Birth (MM/DD/YYYY) _____

Address _____

City _____ State _____ Zip Code _____ Country _____

Phone Number () _____ Fax Number _____

Alternate Phone Number () _____ E-mail Address _____

Native Language _____ Social Security Number _____

Have you ever been convicted of a: Felony? _____ Misdemeanor? _____

If yes, please explain. _____

Your Emergency Contact Person _____ Phone Number _____

II. EDUCATION

Diploma / Degree Completed	Month/Year Completed	School Name	Field(s) of Study / Subject Area(s)
Ph.D.			
Master			
Bachelor			
Teaching credential			
Other (i.e., military, vocational, technical, etc.):			

III. EMPLOYMENT HISTORY

This section **must** be completed; it cannot be substituted with a resume.

List all experience in order starting with your present or most recent position and working backwards. Account for **all** periods of unemployment. Attach additional sheet(s) as needed.

Employer_____
Dates of Employment: From:_____ To:_____
Address_____ City_____ State_____
Telephone_____ Supervisor's name_____
Job Title_____ Reason for leaving_____
Description of Duties_____

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer_____
Dates of Employment: From:_____ To:_____
Address_____ City_____ State_____
Telephone_____ Supervisor's name_____
Job Title_____ Reason for leaving_____
Description of Duties_____

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer_____
Dates of Employment: From:_____ To:_____
Address_____ City_____ State_____
Telephone_____ Supervisor's name_____
Job Title_____ Reason for leaving_____
Description of Duties_____

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

IV. TEACHING EXPERIENCE (Please complete in addition to attaching resume.)

Teaching Certificate Number: _____

Total Years of Teaching Experience: _____ (Please list in the resume and also provide documents indicating your employment by your school.)

***The salary rate is based on teacher's highest education level and amount of teaching experience. The amount of teacher's teaching experience only includes the year(s) he/she has taught at a public government school within or outside of the R.O.C. or a registered private school in the R.O.C. Less than one year or a practicum period will not be considered.**

V. ADDITIONAL QUALIFICATIONS AND SKILLS

Please list your professional memberships, certificates, designations, licenses, honors, awards, fellowships, etc.

1. _____ 2. _____
3. _____ 4. _____

VI. REFERENCES

Letters of recommendation from three different referees in sealed envelopes are required. Letters must be enclosed as a part of this application package.

Reference 1

Name _____
Occupation _____
Relationship to Applicant _____ Years Known _____
Address _____ City _____ State _____ Zip Code _____ Country _____
E-mail Address _____ Telephone Number _____

Reference 2

Name _____
Occupation _____
Relationship to Applicant _____ Years Known _____
Address _____ City _____ State _____ Zip Code _____ Country _____
E-mail Address _____ Telephone Number _____

Reference 3

Name _____
Occupation _____
Relationship to Applicant _____ Years Known _____
Address _____ City _____ State _____ Zip Code _____ Country _____
E-mail Address _____ Telephone Number _____

VII. STATEMENT OF PURPOSE

Please print in ink or type on one (1) additional sheet ONLY, and attach as a part of application package. Please provide us with a clear and detailed description of your reasons for participating in the Teaching in Taiwan program. Include the objectives you wish to accomplish during your time in Taiwan, and how you anticipate to use the experience upon your return to your home country.

VIII.

ALL APPLICANTS PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

I attest that the information I have provided in this application package is true and accurate.

I understand and agree that submitting this application package does not automatically ensure the acceptance of any teaching position in the Teaching in Taiwan Program and does not, in any way, obligate the Republic of China (Taiwan) Government to hire me or to offer me employment.

Applicant's Signature _____ **Date (DD/MM/YY)** _____



Application Process for Teaching in Taiwan Program

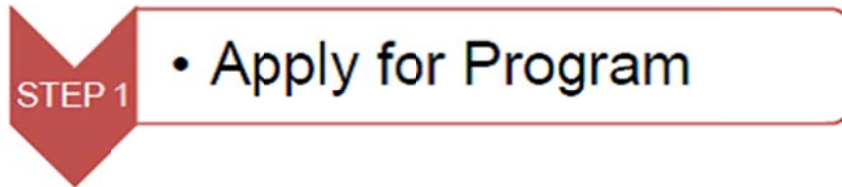


All applicants must be aware that there are different stages of the application process to participate in the program, as indicated in the flow chart below.



Application Step by Step

To help applicants be well-prepared for the different stages of the application process, a brief introduction is listed in each step indicated below.



- Applicants must:
 1. Obtain a bachelor's or higher degree,
 2. Hold teaching certificate issued by State of Maine government,
 3. Commit to abide by the laws and regulations of Republic of China (Taiwan),
 4. Possess competent interpersonal and communication skills,
 5. Demonstrate understanding and appreciation of the local culture.
- Application period:

Submit the Application package before **March 15, 2016** to Education Division, TECO-Boston (99 Summer Street, Suite 801, Boston, MA 02110)
- Required documents include:
 1. Application form
 2. Three letters of recommendation
 3. Resume
 4. Official transcript(s) issued by schools
 5. Photocopy of diploma(s)
 6. Teaching certificate issued by State of Maine government
 7. Photocopy of U.S. passport
 8. Notarized physical examination report (Please check Appendix for “physical examination form” and “notarization form.”)
 9. Criminal history record information

- The application documents must reach Education Division of the Taipei Economic and Cultural Office in Boston (TECO-Boston) before **March 15, 2016**.

STEP 2 • Notice of Acceptance

- A notice of acceptance will reach each candidate via e-mail before May 30 each year.
- After receiving the notice of acceptance, candidates will have to submit school placement preference forms which will be attached to the notice of acceptance.
- The notice of placement results will reach selected candidates via e-mail before June 30 each year.

STEP 3 • Apply for Work Permit

- Candidates should be fully aware of the work permit application requirements regulated by *Workforce Development Agency, R.O.C. (Taiwan)*.
- The Education Division of TECO-Boston will assist candidates in passing along the work permit applications* to Taiwan.

** The Teaching in Taiwan Program application and work permit application may share partial documents excluding application form. Thus, photocopies of the program application package will be passed to the Workforce Development Agency, R.O.C. (Taiwan) by the Education Division of TECO-Boston for work permit application. However, candidates must provide additional documents, if required.*

STEP 4 • Apply for Resident Visa

- Candidates may visit the **Bureau of Consular Affairs, Ministry of Foreign Affairs** website for Resident Visa application.

- After receiving the work permit, candidates must prepare the Resident Visa application.
- Candidates must submit their Resident Visa applications directly to TECO-Boston.
- Useful links:

1. Taipei Economic and Cultural Office in Boston

<http://www.roc-taiwan.org/us/bos/mp.asp?mp=22>

617-259-1350/1372; visa01@tecoboston.org

2. Bureau of Consular Affairs, Ministry of Foreign Affairs

<http://www.boca.gov.tw>

STEP 5

• **Travel/Flight to Taiwan**

- Candidates must arrange their flight itinerary in order to arrive in Taiwan on the designated date to receive airport pick-up services provided, and to participate in the orientation facilitated by the Ministry of Education, R.O.C (Taiwan).
- This program grants selected candidates one round-trip airfare and the subsidy will be reimbursed by the school after arriving in Taiwan. Please note that airfare reimbursement details are subject to the Employment Contract, which will be distributed to teachers ONLY AFTER the orientation is held in Taipei in mid-August.

STEP 6

• **Attend Mandatory Orientation**

- Ministry of Education, R.O.C (Taiwan) will facilitate a mandatory orientation in the middle of August upon teachers' arrival in Taiwan.
- Information regarding orientation will be distributed to teachers prior to departure for Taiwan.
- The agenda of the orientation may include:
 1. introduction of life in Taiwan,
 2. suggestions to foreign teachers,

3. hot topics for foreign teachers (e.g. housing, cell phones, driver's licenses, taxes, etc.),
4. cultural similarities/differences between Taiwan and the USA,
5. short-term intense Mandarin language courses,
6. suggestions for teaching English in Taiwan (e.g. lesson plans, classroom management, etc.),
7. excursion to cultural sites,
8. signing of Employment Contract.



STEP 7 • Sign Contract

- The Employment Contract will be distributed to teachers ONLY AFTER the orientation held in Taipei in mid August.
- The contents of the Employment Contract are as listed below:
 1. Employment
 2. Term of Probation and Term of Employment
 3. Duties and Obligations
 4. Salary and Other Benefits
 5. Leave, Regular Holidays, and Application for Additional Leave
 6. Taxation
 7. Part-time Jobs
 8. Intellectual Property
 9. Confidentiality
 10. Return of Property of Party A (“Party A” refers to your host school in Taiwan.)
 11. Force Majeure and Other Indemnifications
 12. Default of the Contract
 13. Termination
 14. Amendments to the Contract
 15. Notices
 16. Severability

17. Dispute Resolution
 18. Interpretation
 19. Other Covenants
- The employment contract may be renewed after first year of teaching upon the consent of both teacher and school or local government.



Teaching in Taiwan FAQ



1. Application Process (Please check “Application Guide” for further details.)



2. How do I apply?

➤ Applicants must:

1. Obtain a bachelor's or degree higher,
2. Hold a teaching certificate issued by the State of Maine,
3. Commit to abide by the laws and regulations of the Republic of China (Taiwan),
4. Possess competent interpersonal and communication skills,
5. Demonstrate understanding and appreciation of the local culture,
6. Be able to teach in schools in a rural area.

➤ Required documents include:

1. Application form
2. Three letters of recommendation
3. Resume
4. Official transcript issued by schools
5. Photocopy of diploma
6. Teaching certificate issued by one of the five state governments of Maine
7. Photocopy of U.S. passport
8. Notarized health checkup (Please check Appendix for “health check form” and “notarization form”.)
9. Criminal history record information (CHRI)

➤ Application Submission

Submit complete application package before **March 15, 2016** to Education Division, TECO-Boston (99 Summer Street, Suite 801, Boston, MA 02110)

3. When will teaching position be approved?

Education Division of the Taipei Economic and Cultural Office in Boston (TECO-Boston) will inform applicants regarding notice of acceptance via email prior to May 30 each year. After receiving the notice of acceptance, candidates will have to submit school placement preference forms, which will be attached to the notice of acceptance. Placement results are scheduled for release before June 30 each year.

4. What kind of certificates or procedures should be carried out and provided before foreign teachers arrive in Taiwan?

➤ Work Permit

Foreign teachers may only work legally in Taiwan with a work permit. The Ministry of Education, R.O.C (Taiwan) will assist the county/city governments and employer schools to apply for work permits through the Workforce Development Agency, R.O.C (Taiwan) after receiving the foreign teachers’ working permit application and necessary documents. Application fees for the permit shall be borne by the schools in which the teachers are employed.

Workforce Development Agency

<http://www.wda.gov.tw/en/index.jsp>

➤ Resident Visa

After receiving the work permit, teachers may visit the website of the Bureau of Consular Affairs, Ministry of Foreign Affairs for Resident Visa application. Dependents coming along with foreign teachers should also apply for their Resident Visas. Any required marriage certificates, family relationship certificates, and fees shall be provided by teachers and their dependents.

For any questions regarding visa application, please contact **Consular Division,**

TECO-Boston at **617-259-1350/1372** or visa01@tecoboston.org, or

Bureau of Consular Affairs, Ministry of Foreign Affairs

<http://www.boca.gov.tw>

➤ Physical Examination and Criminal History Record Information

In accordance with the employment contracts, foreign teachers should undergo a physical examination and get valid police/criminal record checks. These fees shall be borne by applicants.

5. What documents should I apply after arriving in Taiwan?

➤ Alien Resident Certificate

As soon as you arrive in Taiwan, you must apply for the Alien Resident Certificate (ARC, form of Identification) at the nearby service center of the National Immigration Agency, R.O.C (Taiwan). Please note that it is usual to apply for the Re-entry permit when you submit your ARC application since the two permits use the same application form. In other words, you can apply for ARC and Re-entry permits at the same time. Officials at your school will assist you in the ARC application.

National Immigration Agency

<http://www.immigration.gov.tw/mp.asp?mp=2>

➤ Bank Account

After receiving your ARC, you have to set up an account in a local bank or the post office for monthly salary and health insurance transfers. Please consult officials at your school

for assistance and any questions regarding opening a bank account.

6. Will I have to buy a plane ticket?

1. Teachers shall arrange their flight itinerary and purchase tickets in advance. Teachers should arrive in Taiwan on the designated date to participate in the orientation held in mid-August in Taipei, Taiwan. The Ministry of Education will provide pick-up service at arrival airport on a specific date for teachers to attend orientation.
2. The “Teaching in Taiwan” program will provide teachers with one round-trip air ticket and the airfare shall be reimbursed by employer school. Please note that airfare reimbursement details are subject to the Employment Contract.

7. What amount of money should I bring to Taiwan?

Foreign teachers should bring a traveler’s checks in the amount of NT \$20,000 ~ 30,000 (US \$640~\$960) for settle-in expenses.

8. Are foreign teachers required to pay income tax in Taiwan?

Yes. Starting from 2012, all K-9 teachers in Taiwan shall pay income tax, including foreign teachers.

By reference to the Income Tax Act of R.O.C. (Taiwan), the criteria to determine the tax character of a foreign taxpayer is the 183-day rule (from January to December of each year), which means a person who is physically present in Taiwan for 183 days or more during a taxable year shall be classified as a tax resident shall have 5% of income withheld from the day of acquisition. On the other hand, a person who hasn’t spent more than 183 days in a year is considered a non-resident and his withholding rate will be fixed at 18%. The host school in Taiwan will deduct the tax owed from the salary each month. Refunds, if any, may be claimed by filing “Individual Income Tax Return” at the National Taxation Bureau, Ministry of Finance.

However, the actual rates/amount will be calculated by and depend on the guidelines released by National Taxation Bureau, Ministry of Finance in Taiwan.

National Taxation Bureau, Ministry of Finance

www.ntbt.gov.tw/etwmain/