Application Form for Recommended Internship

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| **Information of Recommended Student** |
| Major/Year | (如: XG4A) | Student ID No. |  |
| Name in Chinese |  | Phone No. |  |
| Email Address |  |
| Type | * One semester (720 hours pro semester)
* Summer Break (320 hours pro semester)
* Others (please specify)
 |
| mentor teacher |  |
| **Reasons for Recommendation** | Introduction about the company |  |
| The content of the internship and the reasons for applying for the internship |  |
| **Institution Survey** | Working Time | □5 □4 □3 □2 □1 |
| Environment | □5 □4 □3 □2 □1 |
| Work Safety | □5 □4 □3 □2 □1 |
| Professionalism | □5 □4 □3 □2 □1 |
| Physical Loading | （appropriate） □5 □4 □3 □2 □1（too heavy） |
| Student's Signature. |  Date： |

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|  **Information of Recommended Institution** |
| Name of Institution |  |
| Unified Business No. |  |
| Address of Institution |  |
| Website of Institution |  |
| Contact Information | Name |  |
| Phone No. |  |
| Email Address |  |
| Job Description |  |
| Skills Required |  |
| Working Hours | Working Hours | \_\_\_\_\_\_\_\_ hours per week |
| Work Shift | * Yes, Shift details:\_\_\_\_\_\_\_\_
 | * No
 |
| Overtime | * Yes, ( \_\_\_ hour/ day or week)
 | * No
 |
| Welfare | Training | * Yes
 | * No
 |
| Wage | * Yes
* hour \_\_\_\_\_\_\_\_
* day \_\_\_\_\_\_\_\_
* month\_\_\_\_\_\_\_\_
* Other：\_\_\_\_\_\_\_\_\_\_\_\_\_
 | * No
 |
| Transportation Allowance | □Yes, \_\_\_\_ | * No
 |
| Meals | * Yes
* Free meals provided：

【□breakfast □lunch □dinner】* Charged based on employee’s rate per meal at NT$\_\_\_\_\_\_ (□deducted from the wage)
 | * No
 |
| Dormitory | * Free boarding：□w/bedding; □w/o bedding
* in charge：□ w/bedding; □w/o bedding,

□Charged based on employee’s rate per month at NT$\_\_\_\_\_\_(□deducted from the wage) | * No
 |
| Insurance | * will provide Labor Insurance—Grades of Insured Wage NT$\_\_\_\_\_\_\_\_\_\_\_\_
* will provide Health Insurance—Grades of Insured Wage NT$\_\_\_\_\_\_\_\_\_\_\_\_
* will provide Accident Insurance (a photocopy of insurance certificate is required)
 | * No
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| Ｏfficial Position | Students with excellent internships have the opportunity to become former staff | * No
 |
| 公司認證章Company Seal |  Date: |

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|  **Institution Survey** |
| Working Time | □5 □4 □3 □2 □1 |
| Environment | □5 □4 □3 □2 □1 |
| Work Safety | □5 □4 □3 □2 □1 |
| Professionalism | □5 □4 □3 □2 □1 |
| Physical Loading | （appropriate） □5 □4 □3 □2 □1（too heavy） |
| Training Program | □5 □4 □3 □2 □1 |
| Willingness of Cooperation | □5 (strong) □4 □3 □2 □1 (weak) |
| Total Scores | \_\_\_\_\_\_\_\_\_\_ **Total scores below 28 will be rated as not recommended.** |
| Conclusion | □Recommend □Not Recommend |
| Evaluation Date |  |