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 |
| 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 |  |