

國立中山大學教職員工宿舍借用申請書(編制內人員)

Nation Sun Yat-sen University

Faculty/Staff Dormitory Application Form (Full-Time Employee)

※凡未填本申請書者無法參加當次空舍分配，經補填申請書後始可參加下次空舍分配。

Application forms must be filled out before dormitory allocation. You may only apply for the next allocation after the application deadline.

申請人自填 For Applicant	申請人(即借用人) Applicant (Renter)	姓 名 Name		職 稱 Job Title		人事室審核人核章 Reviewed by Office of Personnel Services
		身分證字號 ID Number		底薪(薪俸額) Base Salary		※敬請人事室就申請人之底薪(薪俸額)、到職日期、留職停薪、留職留薪、借調、離職、出國進修任職狀況(含升等、是否兼任或曾兼任各級學術行政主管) 惠予審查。 *Please exam the applicants by salary basis (income), arrival date, leave without pay, paid leave, transfer, resignation, overseas studying plan, position status (including promotion, currently or once been in the part-time academic/administrative directorship).
		出生年月日 Date of Birth		到職日期 Date Arrived		
		單 位 Faculty		性 別 Gender		
		校內分機 Extension Number		手 機 Phone Number		
		曾否借用本校宿舍(曾否兼任主管, 請檢附資料) Have you rented the dormitory before? (Ever served as a director? Please attach relevant information.)		本人或配偶曾獲政府補助、補助購置或承購住宅? Have you or your spouse been granted government housing subsidies or loans?		
		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
		配偶為軍公教人員 Spouse served as a public servant		本人或配偶已借用他機關多房間職務宿舍? Have you or your spouse already rented a multi-room staff dormitory from other institutes?		
		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		
		E-mail				
戶籍地址 Permanent Address						
宿舍種類 Types of Dorms	可複選： <input type="checkbox"/> 單房間宿舍 多房間宿舍： <input type="checkbox"/> 三房二廳以上、 <input type="checkbox"/> 二房一廳、 <input type="checkbox"/> 一房一廳 You can choose more than one option: <input type="checkbox"/> Single Room Dorm Multi-Room Dorm： <input type="checkbox"/> 3 rooms & 2 living rooms or above <input type="checkbox"/> 2 rooms & 1 living room <input type="checkbox"/> 1 room & 1 living room					

多房間宿舍請詳填配偶及直系親屬，單房間宿舍免填。 Not required by single-room dorm. For a multi-room dorm, please fill out spouse and all dependents.	稱謂 Title	姓 名 Name	性別 Gender	出生年月日 Date of Birth	職業（服務單位及職稱） Occupation (Organization and Position)
	1.				
	2.				
	3.				
	4.				
	5.				
申請人簽名 Applicant's Signature		申請單位主管 Supervisor of the Applicant			
審核 Review	總務處資產經營管理組 Property Management Division of General Affairs		資產經營管理組組長 Director of Property Management Division		總 務 長 Vice President for General Affairs
	一、核定眷口數__人。（最多 5 人） 二、列入__年__月調配名冊。 三、依職務宿舍調配暨管理要點辦理。 1. Check number of dependents (No more than 5 people). 2. Registered on dormitory allocation waiting list (Month: Year:). 3. By the Guideline for the Management of Faculty/Staff Dormitory.				
備註 Notes	一、本申請書請申請人按實逐欄填寫，如有填載不實或頂替申請之情事，申請人須自負法律責任。 Please make sure you hold the above information as true, accurate, and complete. Applicants should accept full legal responsibility for all the information. 二、本申請書限本校編制內人員填報，申請多房間宿舍請檢附戶籍謄本或戶口名簿影本、歸國學人相關證明文件。 This housing application is for full-time employees only. Please attach a copy of the household certificate or household registration transcript and proof of returning researchers if you are applying multi-room dormitory. 三、本人及配偶同為軍公教人員者，其中一人借用宿舍，雙方均須扣回房租津貼，且借用多房間宿舍，以一戶為限。 If the applicant's spouse is a military or government personnel, the applicant and the spouse both need to have a housing subsidy deducted. The applicant can only rent one multi-room dormitory for the family. 四、本申請書經總務長核可後送回總務處資產組彙送職務宿舍調配委員會審查候配。 After being approved by the Vice President for General Affairs, the application will be sent to Property Management of General Affairs. If the application is approved by the Staff Dormitory Management Committee , the applicant will be on the waiting list for housing allocation. 五、職務宿舍種類資格： ◆單房間宿舍：供編制內專任及因業務特殊需要之約用人員申請。本校編制內技工、工友(服務員)借用總戶數不得超過五戶，約用人員借用總戶數亦同。 ◆多房間宿舍：兩房一廳(含)以上房型僅供編制內助理教授及助理研究員以上有直系親屬或配偶隨居任所者申請。 ◆一般多房間宿舍（一房一廳）：供編制內專任人員有直系親屬或配偶隨居任所者申請。 Dormitory types: ◆Single Room Dorm: for full-time Staff and contract employees with special work requirements. ◆Multi-Room Dorm: Room type with 2 rooms & 1 living room or more are only for Assistant Professors and Research Assistants with spouses or dependents living together.				
112 年 8 月 1 日起實施 Implemented from Aug. 1 st , 2023					