**國立中山大學職務宿舍借用申請書(約用人員)**

**National Sun Yat-sen University**

**Faculty/Staff Dormitory Application Form (Contract 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 form must be filled out before dormitory allocation. You may only apply for the next allocation after application deadline.

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| 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職稱、底薪(薪俸額)、到職日期及戶籍地址，惠予審查。  \*Please exam the applicants by job title, salary basis (income), arrival date, and permanent address,etc. | | |
| 出生年月日  Birthday |  | | | 到職日期  Date Arrived | |  | |
| 單 位  Office/ Department |  | | | 性 別  Gender | |  | |
| 校內分機  Extension Number |  | | | 手 機  Phone Number | |  | |
| E-mail |  | | | | | | |
| 戶籍地址  Permanent Address |  | | | | | | |
| 居住地址  Mailing Address | □同戶籍地 same as permanent address  □如右as follows: | | | | | | |
| 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.) | | | □是Yes  □否No | | | | 本人或配偶曾獲政府輔助、補助購置或承購住宅? Have you or your spouse been granted government housing subsidies or loans? | | | □是Yes  □否No |
| 配偶為軍公教人員 Spouse served as a public servant | | | □是Yes  □否No | | | | 本人或配偶借用他機關多房間職務宿舍  I am/ my spouse is renting multi-room staff dormitory from other institutes. | | | □是Yes  □否No |
| 申請原因  Reason of Application | **(請具體說明業務特殊需要申請住宿原因)**  **Please explain in detail the reason for applying campus housing due to work-related needs.** | | | | | | | | | |
| 積點勾選  Check descriptions applied to you | **◎身心障礙程度(申請時檢附身心障礙手冊影本) Degree of Disability**  □極重度身心障礙，加40點。Severely disabled: Add 40 points.  □重度身心障礙，加30點。Seriously disabled: Add 30 points.  □中度身心障礙，加20點。Moderately disabled: Add 20 points.  □輕度身心障礙，加10點。Mildly disabled: Add 10 points.  ※Please attach photocopy of Physically and Mentally Handicapped Handbook with application form.  **◎住宅與本校距離Distance between Residence and University**  □本人或配偶之自有住宅與本校之距離逾5公里至10公里以內者，加 2 點。  My or my spouse's self-owned residence is between 5 ~ 10 km of the University: Add 2 points.  □本人或配偶之居住住所(非自有住宅)與本校之距離逾5公里至10公里以內者，加4點。My or my spouse's residence (not self-owned) is between 5 ~ 10 km of the University: Add 4 points.  □本人或配偶之自有住宅與本校之距離逾10公里至20公里以內者，加4點。  My or my spouse's self-owned residence is between 10 ~ 20 km of the University: Add 4 points.  □本人或配偶之居住住所(非自有住宅)與本校之距離逾10公里至20公里以內者，加8點。My or my spouse's residence (not self-owned) is between 10 ~ 20 km of the University: Add 8 points.  □本人或配偶之自有住宅與本校之距離逾20公里者，加6點。  My or my spouse's self-owned residence is more than 20km from the University: Add 6 points  □本人或配偶之居住住所(非自有住宅)與本校之距離逾20公里者，加12點。  My or my spouse's residence (not self-owned) is more than 20km from the University: Add 12 points. | | | | | | | | | |
| 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、列入 年 月調配名冊。  二、依職務宿舍調配暨管理要點辦理。  1. Registered in dormitory allocation  waiting list (Month: Year: ).  2. In accordance with 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、本申請書提供本校約用人員因業務特殊需要者填報，每月房租津貼比照編制內教職員數額扣繳。**  **This housing application is only for NSYSU contract employees with special work-related needs. The housing subsidy follows the same deduction criterion as of permanent employee.**  **三、配偶為軍公教人員者，其中一人借用宿舍，雙方均須扣回房租津貼。**  **If the applicant’s spouse is a military or government personnel, the applicant and the spouse both need to have housing subsidy deducted.**  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核准**後候配。  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**, applicant will be on the waiting list for housing allocation.  五、提供申請之職務宿舍種類：**校內單房間宿舍，並以5戶為限。**  We only offer on-campus single room Dorm. **The accepted application in total is 5 dorm rooms in maximum**. 109年5月1日起實施 Implemented from May 1st, 2020 | | | | | | | | | | | | |