

Kurashiki NET Program Application Package

Please print out this page and use as a checklist when preparing your application package.

☐ **Application Form (4 pages)**

Print all information neatly in English, unless otherwise specified. Do not type. Enter information in all spaces provided (enter N/A where not applicable); do not leave blank spaces. Include additional information, if necessary, on supplementary pages. **Please staple application pages together in the upper, left-hand side.**

Supplementary Documentation

The following items are necessary in addition to the application form. Write or print your name in full on all supplementary items.

- ☐ **Photographs:** Four 3-cm x 4-cm identical color photographs taken within three months of the submission date. Do not wear a hat, cap, or sunglasses. Write your name on the back of each photograph; paste one in the space provided on page 1 of the application form, and place the remaining three photographs in a small envelope with your name written on it.
- ☐ **Reference Letters:** Two reference letters from a current or former employer or co-worker, professor, teacher, or other qualified professional who has known you for at least six months. The two letters should be from different employment sources (i.e., referees should not work at the same school or company). Friends and family members may not be used as references. At least one reference letter must be from within Japan. Letters may be written in either English or Japanese; however, letters written by Japanese nationals should be written in Japanese. All letters must be written specifically for this application and must be submitted in a sealed, signed / stamped envelope (**do not open reference letters**). Copies of letters are not acceptable. Letters may be submitted directly from the referee to the Teachers' Guidance Section at the Kurashiki Municipal Board of Education (address below) or included in your application package. Please indicate on pages 1 (Document Self-Check box) and 3 (Reference Information section) how your letters will be arriving.
- ☐ **Degree / Diploma:** A certified / official copy of your post-secondary degree or diploma. Certified copies must be affixed with the certifying person's signature and seal / stamp. Certified copies of your degree / diploma may be sent directly from the issuing institution. For application purposes only, you may send a color copy with your application package and present the original document at the Initial Interview. Please indicate on page 1 in the Document Checklist section how your degree / diploma will be submitted. If you are requesting an official / certified copy or a replacement document, please do so early, as some universities require several months to process requests.
- ☐ **Transcripts:** Original transcripts or certified copies of transcripts. Certified copies must be affixed with the certifying person's signature and seal / stamp. Transcripts may be sent directly from the issuing institution or included in your application package. Transcripts must be sent in the original, sealed envelope (do not open). Please indicate on page 1 in the Document Checklist section how your transcripts will be submitted. Please request transcripts early, as some universities require several months to process requests.
- ☐ **Essay:** An essay of not more than two pages, typed or handwritten. You may include information on relevant experience, professional and personal skills that qualify you for the Kurashiki NET Program, your motivation for becoming an English teacher, and why you feel you would make a good addition to the Kurashiki NET Program. Please include your name and the date the essay was written.
- ☐ **Passport Copy:** Color photocopies of the **cover**, signature / photo page, page bearing your original entry date into Japan, and page bearing your current visa (if applicable). Staple all pages together in order.

Submissions

Place all application materials in an A4 (11"x14") sized envelope; do not bend or fold application materials. Send to the following address. Incomplete application packages will be disqualified. All items submitted become the property of the Kurashiki Municipal Board of Education and will not be returned for any reason.

Kurashiki Municipal Board of Education
Attention: Teachers' Guidance Section
640 Nishinakashinden
Kurashiki, Okayama 710-8565

〒710-8565
岡山県倉敷市西中新田 640 番地
倉敷市教育委員会
指導課 宛

This area for office use

- ☐ Application Form
- ☐ Photos (3)
- ☐ Reference Letter 1
- ☐ Reference Letter 2
- ☐ Degree / Diploma
- ☐ Transcripts
- ☐ Essay
- ☐ Passport Copy

Document Checklist (self-check)

- Reference Letter 1 ☐ included in package
☐ arriving separately
- Reference Letter 2 ☐ included in package
☐ arriving separately
- Degree / Diploma ☐ will bring to interview
☐ included in package
☐ arriving separately
- Transcripts ☐ included in package
☐ arriving separately

Photo

Write your name on the back and affix below.

4cm

3cm

Personal Information

フリガナ
 katakana
 Full Name
 (first; middle-optional) (last)

Nationality Age Date of Birth
 (month / date / year)

Place of Birth Hometown

Current Address
 (please write in romaji)

 (postal code, prefecture, city, town, ward)

 (apartment name, apartment number)

Phone Number () Mobile Phone Number
 (include area code)

Temporary Address
 (if you are planning to move or travel after submitting application)

Permanent Address

E-Mail Address @

Present Occupation Dates of Employment ~
 (month / day / year) (month / day / year)

Date available to begin employment Last date of current employment contract
 (month / day / year) (month / day / year)

Do you own a Japanese driver's license? ☐ Yes ☐ No

Passport Information

Visa Status Visa Expiry Date
 (month / day / year)

Date of entry into Japan Number of months/years lived in Japan years months
 (month / day / year)

Emergency Contact Information

Please provide name and contact information for one person who may be contacted in case of an emergency.

Name

Relationship

Phone Number

(include country and area codes)

Address

Current or Most Recent Employment

Company Name

Your Position

Description of Duties

Supervisor's /
Manager's Name

Phone Number

(include country / area codes)

Address

If given consideration for employment, may we contact your present / most recent employer?

☐

Yes

☐

No

If not, please explain:

Employment History

**Please list only full-time / relevant work experience.*

① Employer Contact Information

Company name

Your Position / Title

Dates

(beginning m / yr ~ ending m / yr)

Company phone number (include country and area codes)

Reason for Leaving

② Employer Contact Information

Company name

Your Position / Title

Dates

(beginning m / yr ~ ending m / yr)

Company phone number (include country and area codes)

Reason for Leaving

③ Employer Contact Information

Company name

Your Position / Title

Dates

(beginning m / yr ~ ending m / yr)

Company phone number (include country and area codes)

Reason for Leaving

④ Employer Contact Information

Company name

Your Position / Title

Dates

(beginning m / yr ~ ending m / yr)

Company phone number (include country and area codes)

Reason for Leaving

Reference Name and Contact Information

① Name

Occupation

Company /
Organization

Relationship

Address

☐ company

☐ personal

Phone Number

☐ company

Years Known

☐ personal

(include country and area codes)

E-mail Address

☐ Letter Included in Package

☐ Letter Arriving Separately

This Area for Office Use

Completed ☐

Method

☐ phone

☐ e-mail

☐ fax

Notes

Verified by _____

Date _____

② Name

Occupation

Company /
Organization

Relationship

Address

☐ company

☐ personal

Phone Number

☐ company

Years Known

☐ personal

(include country and area codes)

E-mail Address

☐ Letter Included in Package

☐ Letter Arriving Separately

Completed ☐

Method

☐ phone

☐ e-mail

☐ fax

Notes

Verified by _____

Date _____

Post-Secondary Education

Please include TEFL / TESOL / CELTA training and certification, if applicable.

① Institution Name

City / Country

Major / Area of Study

Dates (beginning m / yr – finishing m / yr)

Degree / Certification (BA, BS, MA, etc.)

② Institution Name

City / Country

Major / Area of Study

Dates (beginning m / yr – finishing m / yr)

Degree / Certification (BA, BS, MA, etc.)

③ Institution Name

City / Country

Major / Area of Study

Dates (beginning m / yr – finishing m / yr)

Degree / Certification (BA, BS, MA, etc.)

Study of Japanese Language / Culture

① Institution Name

City / Country

Course of Study

Dates (beginning m / yr – finishing m / yr)

Certification

② Institution Name

City / Country

Course of Study

Dates (beginning m / yr – finishing m / yr)

Certification

Japanese Language Proficiency

Japanese Language Proficiency Test

(check highest test level that you have passed, if applicable)

☐

N1

☐

N2

☐

N3

☐

N4

☐

N5

☐

1級

☐

2級

☐

3級

☐

4級

Please self-rate your ability in the following areas:

Excellent

Good

Fair

Poor

None

Listening

☐☐☐☐☐

Speaking

☐☐☐☐☐

Writing

☐☐☐☐☐

Reading

☐☐☐☐☐

Medical Information

**Please attach a separate sheet if more space is required.*

Please describe your current state of health:

Are you currently being treated for a medical condition or using any prescription medications?

If yes, please describe:

History of surgery / major illnesses:

Legal Background

Have you ever been arrested or charged with a criminal activity?

☐

No

(If yes, please explain on a separate sheet. A confidential report may be requested from the appropriate authority.)

☐

Yes

Declaration of Accurate and Truthful Information

I declare that the statements and information contained in this document and accompanying documentation concerning my background and personal information are true and accurate to the best of my knowledge. I understand that any misrepresentation, intentional or otherwise, will disqualify me from employment.

Signature of Applicant

Date (month / day / year)