

INSTRUCTIONS FOR FILLING OUT THE APPLICATION FORM 2011

1. **Location of Interview.** Please put “9999”. Regardless of where you are now living, you must have an interview in a Japanese embassy or consulate in the country that you will represent on the JET Programme. Your point of departure, in principle, should be the designated international airport in the same city as your Japanese embassy, consulate, or interview site. Please be aware that you cannot depart from a country that is not the country you will represent on the JET Programme.

2. **Position Type.** Please select the one position type for which you are applying:
CIR = Coordinator for International Relations
ALT = Assistant Language Teacher of English and/or the other language depending on your nationality.

3. **Name.** Please write your last name and first name. Middle initials should be written in the box below the box for the first name. Enter one letter per space. In the case of two first names, leave one space between them and do not write the initial in the middle initial box. If you are applying with a spouse/partner, make sure your name is spelled exactly the same way on both applications.

4. **Gender.** Enter **M** for male or **F** for female.

5. **Nationality.** Enter one of the following abbreviations for the country which you will represent:

Antigua and Barbuda	AG	Latvia	LV	Saint Lucia	LC
Argentina	AR	France	FR	Malaysia	MY
Austria	AT	Germany	GR	Mexico	MX
Australia	AU	Ghana	GH	Mongolia	MN
Barbados	BB	Hungary	RH	The Netherlands	KN
Belgium	BE	India	IN	New Zealand	NZ
Brazil	BR	Indonesia	RI	Norway	YN
Bulgaria	RB	Ireland	IR	Palau	PW
Canada	CN	Israel	IS	Peru	PE
China	CH	Italy	IT	The Philippines	PH
Czech Republic	CZ	Jamaica	JM	Poland	RP
Denmark	DK	Kazakhstan	RK	Portugal	PO
Fiji	FJ	Korea	KR	Romania	RO
Finland	FI	Kenya	KE	Luxembourg	LX
Pakistan	PK	Laos	LA	Russia	RS

6. **Date of Birth.** Enter the year, month, and day of birth following this example: 67 06 01 = 1 June, 1967.

7. **Hometown and Home State.** Please enter the city and state/province/county/department/district/prefecture which you feel most appropriate representing where you are from (**Basically please put the same code as above 5.**)

8. **Dual Nationality with Japan.** If you have dual nationality with Japan and one of the participating countries, please enter **Y** for yes. If not, please enter **N** for no. If you have dual nationality between two

countries other than Japan, for example United Kingdom and Jamaica, then enter N for no.

Please note: If your nationality is different from the country in which you are living, please consult the Embassy of Japan in your country of origin. It is compulsory to have nationality in the country which you intend to represent. Application is possible from ONE country only.

9a. If you have previously been offered a position on the JET Programme, please enter **Y** for Yes. If not, please enter **N** for no. Being offered a position refers to reaching the stage where you have been told which prefecture/designated city you will go to. If you answer **Y**, more explanation will be required in question 16a.

9b. If you have participated in the JET Programme, please enter **Y** for Yes. If not, please enter **N** for no. Having participated in the Programme refers to actually having worked in Japan on the JET Programme. If you answer **Y**, more explanation will be required in question 16b.

10. If you have ever been arrested, charged and/or convicted of any crime other than a minor traffic offense (ie. Speeding or parking ticket), including juvenile offences, please enter **Y** for yes. If not, please enter **N** for no. If you answer **Y**, more explanation will be required in question 17. **Please be aware that all accepted applicants will be required to submit an official police-issued criminal history, and failure to report items, even those which you believe to have been expunged or otherwise removed from your record, that later show up on that history will result in disqualification in principle.**

11a. Will you be accompanied by anyone if selected for the JET Programme? Please enter **Y** for yes if you will be accompanied by family members (or partner), or if you wish to be placed with another applicant who is a family member (or a partner). Please enter **N** if you will not be accompanied. A partner refers here to spouse, fiancé(e) or a person of equivalent status. (*N.B. only a legal spouse is eligible for a dependent's visa. A fiancé(e) or a person of equivalent status is not eligible.*) **Accompanied refers to someone who intends to live with you permanently.** If you answer **Y** please give more explanation in questions 18-19.

11b. Please enter the **number of people who will be accompanying you (including children).** This refers to people who intend to live permanently with you.

11c. If your children are going to accompany you, please enter **Y** for yes. If not, please enter **N** for no. If you answer **Y**, more explanation will be required in questions 18-19.

12a. Marital Status as of July 31, 2011. This information is requested only for placement purposes. **Your answers will not affect your qualification for participation in the JET Programme.**

Enter the following letter code :

S=Single/Divorced/Widowed

E=Engaged

M=Married

12b. Is your spouse/partner also applying for the JET Programme? Enter **Y** for yes, **N** for no or not applicable. If your spouse/partner is a current JET enter **N** and fill in more details in question 19.

12c/12d. If you answered yes to question 12b, please enter **your spouse/partner's** name (ensure the spelling is kept consistent with their application form), and the location code for where he or she will be interviewed (refer to question 1).

13a. Education Level. Enter the one letter signifying the highest degree earned by the designated

departure date.

B= earned bachelor's degree

M= earned master's degree

D= earned doctorate degree

13b. Academic Specialisation Following is a list of academic specialisations (majors). If you specialised in two subjects (double-major) or had a sub-specialisation (minor), please write both subjects' code numbers (see below) in the left boxes, and spell out the subject names in the right boxes. If you had no specialisation or if your specialisation is not listed, enter "80 (Other Major)" in the left boxes. If your specialisation is not listed, enter its name in the boxes on the right.

BUSINESS		HUMANITIES		LANGUAGES		SCIENCE		SOCIAL SCIENCE	
10	Accounting	20	Art	30	Chinese	50	Architecture	60	Asian Studies
11	Bus. Education	21	Communications	31	English	51	Biology	61	Economics
12	Finance	22	Drama	32	French	52	Chemistry	62	Education
13	Indus. Relations	23	History	33	German	53	Computer Sci.	63	Geography
14	Management	24	Linguistics	34	Italian	54	Engineering	64	Government
15	Marketing	25	Literature	35	Japanese	55	Mathematics	65	Int'l Relations
16	Other Business	26	Music	36	Korean	56	Medicine/Nursing	66	Law
		27	Philosophy	37	Portuguese	57	Physics	67	Political Science
		28	Art History	38	Russian	58	Statistics	68	Psychology
		29	Other Hum.	39	Spanish	59	Other Science	69	Sociology
				40	Other languages			70	Other Soc. Sci.
				41	TEFL/TESL			80	Other Major

14a. Certified Teacher. Do you now have, or will you have earned by the departure date, a certificate to teach in primary (elementary) or secondary schools? Enter **Y** for yes or **N** for no.

14b. TEFL/TESL Qualification. Several Contracting Organisations require participants that have a strong background or qualification in Teaching English as a Foreign Language (TEFL) and Teaching English as a Second Language (TESL). Because there are many curriculum leading to such qualification, please indicate whether you have over 100 hours of training (not to be confused with teaching experience) in teaching your native language to non-native speakers by entering **Y** for yes or **N** for no.

15. Driving Licence. If you have a driving licence and are considering driving whilst in Japan, please enter **Y** for yes. If not, please enter **N** for no. If you are still in the process of receiving a driver's license, please write "N". (For more info about driving in Japan, may be found in the GIH or on the JET program website.)

Please answer the remaining questions on the application form. If you are not sure of a question's meaning, please consult your Japanese Embassy/Consulate.