

INSTRUCTIONS FOR FILLING OUT THE 2019 JET APPLICATION FORM

Fill out the Application Form digitally in Adobe Reader and submit by e-mail to application@wl.mofa.go.jp. Then print, sign and submit the physical Application Form as part of your JET Programme Application Packet.

1. Position Type. Please enter the one position type for which you are applying:
ALT: Assistant Language Teacher of English or **CIR:** Coordinator for International Relations

2. Interview Location Code and Name. Using the chart below, please select the location where you would like to be interviewed for the JET Programme and enter its four-digit code number in the box. Regardless of where you are living, you must have an interview in a Japanese Embassy, Consulate-General or Consular Office in the country that you will represent on the JET Programme (New Zealand). Your point of departure, in principle, should be the designated international airport in the same city as your Japanese Embassy, Consulate-General or Consular Office.

Country	Code	Interview Location
New Zealand	4010	Auckland
	4020	Wellington
	4030	Christchurch

3. Name. Please enter your last name, first name and middle name in the boxes provided exactly as it appears in your passport. Enter one letter per space. If you have two first names, leave one space between each name. If you are applying with a spouse/partner (See Question 23), make sure your name is spelled exactly the same way on his/her application as well.

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

5. Date of Birth. Enter the year, month, and date of birth following this example: 90 06 01 = 1 June, 1990.

Age as of 1 April 2019. Please enter the age you will be on 1 April 2019

6. Nationality. Enter **NZ** for New Zealand. Note that you must be a NZ citizen at the time of application to apply for the JET Programme in NZ.

6a. Japanese Nationality? Do you have Japanese nationality? Enter **Y** for yes or **N** for no. If offered a position on the shortlist in April, those who possess Japanese nationality must have submitted their application to renounce their Japanese nationality before submitting their reply form.

7. Hometown/City and Region. Please enter the town/city (and region – Question 7b, optional) which you feel most appropriate representing.

8. Contact Details. If possible, please provide an email address at which you can be contacted at before you leave for Japan, during your stay in Japan and after you return home. Correspondence relating to your application will, in principle, be sent via post and followed up by e-mail.

9. If you have ever been arrested, charged and/or convicted of any crime other than a minor traffic offence (ie. speeding or parking ticket), including juvenile offences, please enter **Y** for yes. If not, please enter **N** for no. If you answer **Y**, please explain in detail on a separate sheet, providing information regarding the nature and date of the crime. Please also submit a copy of your complete criminal record at the time of application. **Please be aware that 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 in principle result in disqualification.**

10. Current Status. If you are currently studying, please enter "Student", and the name of your university. If you are currently working, please enter your job title, and the name of your employer.

11a. Education Level. Enter the one letter signifying the highest degree earned by the July/August departure date.

B= Bachelor's degree earned **M=** Master's degree earned **D=** Doctorate degree earned

11b. Academic Specialisation Below is a list of academic specialisations (majors). If you specialised in two subjects (double-major) or had a sub-specialisation (minor), please enter up to three subjects' code numbers (see below) in the boxes on the left, and spell out the subject names on the right. If you had no specialisation, or if your specialisation is not listed, enter "80 (Other Major)" in the left box, and its name on the right.

<u>BUSINESS</u>		<u>HUMANITIES</u>		<u>LANGUAGES</u>		<u>SCIENCE</u>		<u>SOCIAL SCIENCE</u>	
10	Accounting	20	Art	30	Chinese	50	Architecture	60	Asian Studies
11	Business Education	21	Communications	31	English	51	Biology	61	Economics
12	Finance	22	Drama	32	French	52	Chemistry	62	Education
13	Industrial Relations	23	History	33	German	53	Computer Science	63	Geography
14	Management	24	Linguistics	34	Italian	54	Engineering	64	Government
15	Marketing	25	Literature	35	Japanese	55	Mathematics	65	International 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 Humanities	39	Spanish	59	Other Science	69	Sociology
				40	Other languages			70	Other Social Science
				41	TEFL/TESL			80	Other Major

11c. Academic Record. Please enter the month and year that you completed High School, as well as when your University Degree was (or will be) conferred (either at a graduation ceremony or university council meeting). In the table below that, please list tertiary institutions attended as well as dates attended (month/year), duration of study (how many years and months) and certificate/degree achieved.

12. Employment Record. Please complete the table with details of last three jobs (including part-time). Begin with your most recent employment

13a. Teaching Background. Please complete the table with details of your teaching background (if applicable).

13b. Certified Teacher. Do you now have, or will you have earned by the July/August departure date, a certificate to teach in primary (elementary) or secondary schools? Enter **Y** for yes or **N** for no.

13c. 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 curricula 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.

14. Proposed Direction of Career and its relationship to the JET Programme. Please note that this question has a 2000 character limit.

15. Japan-related studies. Please complete the table with any Japan-related studies including period of study (dates) and general content.

16a. Japanese Language Proficiency. Please evaluate your level and insert an "X" where appropriate in the following space in the table.

16b. Japanese Language Proficiency Tests (JLPT). Have you passed one of the JLPT tests? Enter **Y** for yes or **N** for no.

16c. Highest JLPT Level. If **Yes** to Question 16b, please enter the highest JLPT level you have passed (Levels 1 through 5).

16d. Year JLPT Attained. If **Yes** to Question 16b, please enter the year in which you passed your highest JLPT level specified in Question 16c.

17. International/Intercultural Experience. Please complete the table with any international/intercultural experience (either at home or abroad) including some information about the experience and dates / period (duration).

18a. Language Proficiency. Please enter what you consider to be your first (native) language in the space provided.

18b. Foreign Language Proficiency. Please enter your foreign languages in the rows below (excluding Japanese as covered in Question 16) and insert an "X" where appropriate in the following space in the table to evaluate your level.

19a&b. Other activities. Please note that the answer fields for questions 19a and 19b have a 350 character limit each.

20. If you are presently an applicant or intend to apply for any other international exchange programmes or scholarships, please type **YES** into the field. If not, please enter **NO**. If you answer **YES**, please give ample details.

21a. If you have ever participated on 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**, please complete the years you started and finished JET in the boxes provided as well as providing the name of your contracting organisation.

21b. If you have previously applied for the JET Programme, please enter **Y** for yes. If not, please enter **N** for no. If you answer **Y**, please list the year(s) in which you previously applied for the JET Programme.

21c. If you have ever withdrawn from the offer of a JET Programme position, please enter **Y** for yes. If not, please enter **N** for no. This means withdrawing after submitting your reply form, and receiving your placement notification and assignment of contracting organisation (usually in May). If you answer **Y**, please state the year in which you withdrew from the JET Programme as well as providing the reason for withdrawal.

22. Marital Status as of July/August departure date. This information is requested **only** for placement purposes. **Your answers will not affect your eligibility for participation in the JET Programme.** Enter the following letter code: **S**=Single, **E** = Engaged or **M**=Legally Married

23. If you will be accompanied by a dependent if selected for the JET Programme, please enter their name, relationship to you, age and if they are a JET Applicant or not. **Accompanied refers to someone who intends to live with you permanently.** Please use the word "partner" in the "Relationship box" to signify a spouse, fiancé(e) or a person of equivalent status. *However, please note that only a legally married spouse is eligible for a dependent's visa; a fiancé(e), defacto or a person of equivalent status is not eligible under Japanese Law.*

24. Driving in Japan. If you have a **full NZ Driver's Licence** and would consider driving while in Japan, please enter **Y** for Yes. If not, please enter **N** for No. Please note that applicants that answer "Y" for this question may be required to operate a motor vehicle as part of their work duties! Please enter "N", if you only possess a motorcycle license and do not have a full NZ Driver's Licence.

25. Assignment Preference. You may request a general geographical area, living area classification, specific prefecture, or municipality in which you would like to be placed. Please research the areas of Japan in which you prefer to reside, as you will find many interesting areas besides the more well-known cities. **Please also note, however, that NO placement request is guaranteed.** Contracting organisations also make requests (e.g. in the case of sister city relationships) and in such cases you may not be placed where you requested. Your placement requests will have no effect on your eligibility or chances of being selected to participate on the JET Programme.

25a. Living Area Classification Preference. Select the type of area in which you would prefer to be placed.

I = Island (Small island off mainland Japan), **R** = Rural (small town/village), **U** = Urban (large city/designated city), or **N** =No Preference.

25b. Block / Prefecture / Designated City Preference. To make a request, use the chart below and enter the one-letter block code in the first box, the two-digit prefecture code in the second box, and the reason to the right.

Block area. Japan is divided regionally into blocks. You may list up to three blocks in which you wish to reside. Refer to the table below to determine which prefectures are in each block. You may make a block request without giving more specific details.

Prefecture or designated city. Referring to the table below, you may enter up to three prefectures or designated city codes in the two-digit boxes. Please ensure that the prefecture or designated city you choose is within the block area you have chosen.

25c. Specific Request for Placement. If you have a **specific place request** for a municipality in which you wish to be placed please include it here, as well as the reason for this request (e.g. medical reasons, legally recognized family members in Japan).

Block	Code	Pref./Desig. City	Block	Code	Pref./Desig. City	Block	Code	Pref./Desig. City
A	01	Hokkaido Prefecture	C	17	Ishikawa Prefecture	F	31	Tottori Prefecture
A	48	Sapporo City	C	18	Fukui Prefecture	F	32	Shimane Prefecture
A	02	Aomori Prefecture	C	63	Niigata City	F	33	Okayama Prefecture
A	03	Iwate Prefecture	D	19	Yamanashi Prefecture	F	65	Okayama City
A	04	Miyagi Prefecture	D	20	Nagano Prefecture	F	34	Hiroshima Prefecture
A	49	Sendai City	D	21	Gifu Prefecture	F	56	Hiroshima City
A	05	Akita Prefecture	D	22	Shizuoka Prefecture	F	35	Yamaguchi Prefecture
A	06	Yamagata Prefecture	D	61	Shizuoka City	G	36	Tokushima Prefecture
A	07	Fukushima Prefecture	D	23	Aichi Prefecture	G	37	Kagawa Prefecture
B	08	Ibaraki Prefecture	D	52	Nagoya City	G	38	Ehime Prefecture
B	09	Tochigi Prefecture	D	24	Mie Prefecture	G	39	Kochi Prefecture
B	10	Gunma Prefecture	D	64	Hamamatsu City	H	40	Fukuoka Prefecture
B	11	Saitama Prefecture	E	25	Shiga Prefecture	H	57	Kitakyushu City
B	60	Saitama City	E	26	Kyoto Prefecture	H	58	Fukuoka City
B	12	Chiba Prefecture	E	53	Kyoto City	H	41	Saga Prefecture
B	59	Chiba City	E	27	Osaka Prefecture	H	42	Nagasaki Prefecture
B	13	Tokyo Prefecture	E	54	Osaka City	H	43	Kumamoto Prefecture
B	14	Kanagawa Prefecture	E	62	Sakai City	H	44	Oita Prefecture
B	50	Yokohama City	E	28	Hyogo Prefecture	H	45	Miyazaki Prefecture
B	51	Kawasaki City	E	55	Kobe City	H	46	Kagoshima Prefecture
B	66	Sagamihara City	E	29	Nara Prefecture	H	47	Okinawa Prefecture
C	15	Niigata Prefecture	E	30	Wakayama Prefecture	H	67	Kumamoto City
C	16	Toyama Prefecture				N		No Preference

26a. Interest in work related to international economic exchange affairs (For CIR Applicants only). If you are interested in partaking in work specifically related to international economic exchange affairs, please enter **Y** for yes; or **N** for no.

26b. ALT placement (Question for CIR applicants ONLY). If you are not offered the CIR position, but are still eligible for the ALT position, would you like to be considered for an ALT position? Please enter **Y** for yes; or **N** for no.

26c. Early placement in April, OR early placement after April but before July/August arrival. Would you like to be considered for the position selected in Question 1, if there is a vacant position to depart before July/August? Please enter **Y** for yes; or **N** for no. **PLEASE NOTE:** those who select "yes" for this question will need to make sure to submit their Criminal Record and Certificate of Health to the Embassy, Consulate-General or Consular Office **at the time of interview.** Those who select "yes" for this question can only be placed where vacancies are available, regardless of your requests. Those who select "yes" for this question but are not selected for the April arrival group will still be considered as candidates for arrival after April but before July/August arrival or for July/August.

PG.9-10. Please fill out the attached "Self-Report of Medical Condition(s) at the back of the Application Form. If you suffer, or have ever suffered from any physical or mental illness, please download the Statement of Physician from the NZ JET Programme website and have your physician complete this form, stating whether you are fit to participate on the JET Programme and to live and work overseas.

Please answer all remaining questions on the application form. There are several that are compulsory. These will be highlighted in red (click "Highlight Existing Fields" in Adobe Reader if these are not visible). **Completion of this form is not a complete Application Pack!**

IF YOU ARE NOT SURE ABOUT ANY QUESTION WHATSOEVER, please consult your Interview Office by phone or e-mail.

Please refer to the "Applicant's Checklist" on Pages 9 & 10 of the 2019 JET Application Guidelines **BEFORE** submitting your application.