

APPLICATION FORM INSTRUCTIONS 2014

1. Location of the Interview. Using Chart 1 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 now living, you must have an interview in a Japanese Embassy or Consulate General 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 General or interview site.

Chart 1

Country	Code	Point of departure
Australia	3010	Canberra
	3020	Sydney
	3030	Melbourne
	3031	Adelaide
	3032	Hobart
	3040	Perth
	3050	Brisbane

2a. Position Type Please select the one position type for which you are applying:

CIR: Coordinator for International Relations

ALT: Assistant Language Teacher of English

2b. ALT placement (CIR applicants only). If you are not offered a CIR position but are still eligible for an ALT position, would you like to be considered for the ALT position? Please enter **Y** for yes. If not, enter **N** for no.

2c. 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 2a if there are any vacant position? Please enter **Y** for yes. If not, enter **N** for no. Those who select **Y** for this question will be required to submit their Criminal Record and Certificate of Health to the Embassy or Consulate General at the time of application, or 21 February at the latest to the Embassy or Consulate General where they will be interviewed. Please bear in mind; however, that those who select **Y** for this question can only be placed where vacancies are available regardless of requests entered in Question 14. Those who select **Y** for this question but are not selected for an April arrival will still be considered as candidates for arrival after April but before July/August arrival or for July/August arrival.

3. Name. Please enter your last name and first name. Middle initials should be entered in the box below the box for your first name. Enter one letter per space. If you have two first names, leave one space between each name and do not enter your 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 his/her application as well.

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

5. Nationality.

Australia	AU
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6. Date of Birth. Enter the year, month and day of birth.

Example: 90 06 01 = 1 June, 1990

7. Hometown and Home State). Please enter the city and state which you feel most appropriate representing using the abbreviations listed below or, if no abbreviation is listed, enter the name in full.

Australia			
Australian Capital Territory	ACT	South Australia	SA
Australian External Territories	AET	Tasmania	TAS
New South Wales	NSW	Victoria	VIC
Northern Territory	NT	Western Australia	WA
Queensland	QLD		

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 and Japan is not one of those countries, for example the United Kingdom and Jamaica, then enter **N** for no.

Note: If your citizenship is different from the country in which you are living, please consult the Embassy or Consulate General of Japan in your country of origin. It is compulsory to have citizenship 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 receiving notification of placement. If you answer **Y**, more explanation will be required in Question 15a.

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

Question 15b.

10. If you have ever been arrested, charged or convicted of any crime other than a minor traffic offense (e.g. 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 16. **Please be aware that all accepted applicants will be required to submit an official police-issued criminal history and 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.**

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 partner). If not, please enter **N** for no. A partner refers here to spouse, fiancé(e) or a person of equivalent status (*note: 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 while participating on the JET Programme.** If you answer **Y** please give more explanation in Questions 17-19.

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

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 17-19.

12a. Marital Status as of July/August departure date. This information is required only for placement purposes. **Your answers will not affect your eligibility for participation on 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. If not, please enter **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 consistent with his/her application form) and the location code for where he/she will be interviewed (refer to Question 1).

13. Driving in Japan. If you have a driving license and are considering driving while 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 enter **N**. **Please do not enter Y if you will not have had your full driver's license for more than a three-month period at the time of departure** (more info about driving in Japan may be found in the *General Information Handbook* or on the official JET Programme website).

14. Placement Request. You may request a general geographic area, living area classification, specific prefecture or municipality in which you would like to be placed. Note that every year, more requests are made for urban areas such as Tokyo, Osaka and Kyoto than are available. For this reason, please research the areas of Japan in which you prefer to reside, as you may find many interesting areas besides these 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. **Those who answered Y to Question 2c also have to answer the following questions in the case that they are selected for July/August arrival departure.** Your placement requests bear no effect on you eligibility or chances of being selected to participate on the JET Programme.

14a. Do you have a placement request? Enter **Y** for yes or **N** for no.

14b. Living Area Classification. Select the type of area in which you would prefer to be placed. Please note that there are more rural areas than urban areas available.

- N** No Preference
- R** Rural (small town /village /island)
- S** Semi-urban (small city/town)
- U** Urban (large city/designated city)

14c. Please make your placement request in order of preference. You should include block and prefecture/designated city for each request you make. In the case of your first choice, **a specific place request** for a municipality in which to be placed can be made. To make such a request, enter the one-letter block code in the first box, the two-digit prefecture code in the second box, and the name of the municipality (up to twelve letters) in the third box. When making second and third choice placement requests, please ensure that the prefecture/designated city which you write is within the block you select.

Block area. Japan is divided regionally into blocks. You may list up to three blocks in which you wish to reside. Refer to Chart 2 below to determine which prefectures are in each block. You may make a block request without giving more specific details of the prefecture or designated city.

Prefecture or designated city. You may list up to three prefectures or designated cities in which you wish to reside. Referring to Chart 2 below, please enter up to three prefecture 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.

CHART 2 Prefectures and Designated Cities

Prefectures and designated cities in which JET participants are placed, preceded by the block designation and code number are listed below.

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	67	Kumamoto City
B	50	Yokohama City	E	28	Hyogo Prefecture	H	44	Oita Prefecture
B	51	Kawasaki City	E	55	Kobe City	H	45	Miyazaki Prefecture
C	15	Niigata Prefecture	E	29	Nara Prefecture	H	46	Kagoshima Prefecture
C	16	Toyama Prefecture	E	30	Wakayama Prefecture	H	47	Okinawa Prefecture
						N		No Preference

23a. Education Level. Enter the one letter signifying the highest degree earned by the July/August departure date.

B	earned bachelor's degree
M	earned master's degree
D	earned doctorate degree

23b. 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 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, enter "80 (Other Major)" in the left boxes. If your specialisation is not listed, enter 16, 29, 40, 59 or 80 for "other" accordingly and 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 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

24a. Certified Teacher. Do you now have, or will you have earned by the time of your departure, a certificate to teach in primary (elementary) or secondary schools? Enter **Y** for yes or **N** for no.

24b. TEFL/TESL Qualification. Several contracting organisations require participants that have a strong background or qualification in Teaching English as a Foreign Language (TEFL) or 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.

Please answer the remaining questions on the application form. If you are not sure of a question's meaning, please consult the Japanese Embassy or Consulate General with which you are applying.

IMPORTANT: The following documents must comprise your complete application for the 2014 JET Programme.

Document	Original	Copy
1) Application Form	1	2
2) Self-Assessment Medical Report	1	2
3) Statement of Purpose (Essay) ** Suggested topic: "If you were successful in your application, what particular goals would you like to achieve, and what specific contributions do you think you could make in your position as a CIR or ALT?" ** Format: Typed, single-sided, doubled-spaced on A4 paper, not exceeding two pages. This page limit must be strictly observed.	1	2
4) Letters of Reference from two referees, who can comment on your work and/or study abilities, in English [on their official letterhead, where possible], plus Reference Forms . If you have not graduated yet, one of the referees must be someone related to the university and must contain a reference to your expected date of graduation. Reference Forms must accompany letters of reference and be filled in by the referee. Your references and reference forms must be submitted with the rest of your application. Referees should give the references and forms to you to submit. References from peers are not encouraged. Please <i>staple</i> form and reference together, with form first.	2	2 each
5) Certified academic transcript of all tertiary courses (showing your results). If original not available, photocopies are only acceptable when certified by a person eligible to certify documents as being true copies of the original (e.g. Justice of the Peace, please see A list of people who may officially certify docs in Australia , reverse side of Check List).	1	2
6) Certified copy of degree testamur (proof of university graduation). You must submit proof of graduation, or a letter certifying your expected graduation, from university. Both documents must include the date of graduation. Please send a certified copy of your original degree testamur, or an original letter (or certified copy) from your university indicating your expected graduation. Do <i>not</i> submit original degree. This document is required in addition to the above academic transcript.	1	2
7) Certified copy of a document which shows your nationality (passport, birth certificate, certificate of citizenship etc.)	0	3
8) Certified copy of teaching or language proficiency qualifications (TEFL/TESL/JLPT) (only for applicants with these types of qualifications)	0	3

Applicants who indicate on their application an interest in an April arrival, or for arrival after April but before July/August arrival, must submit the following documents with their application. Please see the Australian Federal Police's website for more details. <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx#process> Applicants are required to apply for Name Check Only (Fee: \$42).

If, for unavoidable reasons, the applicant is unable to submit these documents at the time of application, they must be submitted no later than 21 February, 2014 to the Embassy or Consulate General of Japan where he or she will be interviewed. Applicants who fail to submit these documents by 21 February, 2014 without sufficient reason may be disqualified.

9) Criminal Record In the case the applicant is unable to obtain his/her criminal record by the time of the application, a document proving application of the record will be accepted. In this instance, the criminal record itself must then be submitted by 21 of February. Please see 11. (2) Regarding obtaining a criminal record.	1	2
10) Certificate of Health (form provided)	1	2
9) Criminal Record In the case the applicant is unable to obtain his/her criminal record by the time of the application, a document proving application of the record will be accepted. In this instance, the criminal record itself must then be submitted by 21 of February. Please see 11. (2) Regarding obtaining a criminal record.	1	2

Applicants who stated they have a criminal record in the application form must submit the National Police Check by 21 February, 2014 at the latest (preferably at the time of application). Please see the Australian Federal Police's website for more details. <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx#process> Applicants are required to apply for Name Check Only (Fee: \$42).

Acknowledgement of receipt of your application will only be provided if you self-address, stamp and return the enclosed card or in the case of an on-line application submit a stamped self-addressed envelope with your application. Also, do not staple your application form – use a paper clip. Submitted documents will not be returned.

The above documents must be submitted by **C.O.B. Friday, 29th November 2013** to
The JET Programme, Embassy of Japan
112 Empire Circuit, YARRALUMLA ACT 2600