

## 2020 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME

### *Reference Form*

\_\_\_\_\_

Last NameFirst NameMiddle Initial(s)

is applying for the 2020 Japan Exchange and Teaching (JET) Programme.

Please rate, by circling the appropriate number, the applicant's abilities in the following areas:

	High	Average			Low	Unknown
<i>Teaching</i>	5	4	3	2	1	X
<i>Public speaking</i>	5	4	3	2	1	X
<i>Leadership</i>	5	4	3	2	1	X
<i>Working under pressure</i>	5	4	3	2	1	X
<i>Working within a group</i>	5	4	3	2	1	X

**NB:** On your institution's letterhead (if possible), please give your personal assessment of the applicant's ability as a participant in the JET Programme. Please indicate the extent of your contact with the applicant. Please include in your comments any information that might assist us in evaluating the applicant's ability to adjust and adapt to a foreign culture. Also, comment specifically on the applicant's ability to work with people, quality of work, and career aspirations that may motivate the applicant to participate in the JET Programme.

**This Reference Form MUST be completed in English.**

\_\_\_\_\_

Name (please print)Title, Department

\_\_\_\_\_

Signature (Handwritten)DateInstitution/University/Organisation

\_\_\_\_\_

Full Address and Telephone Number of Institution/University/Organisation

*Dear Referee:* Please return this Reference Form and your Letter of Reference, **hand signed with two (2) copies in a sealed envelope**, to the applicant for submission with the rest of their application.

**Do not send directly to the Embassy of Japan.** *Please staple this form to each letter (form first).*

Please note that the application deadline is 5PM Friday 15 November 2019 (AEDT).

#### ***Enquiries:***

The JET Desk, Embassy of Japan in Australia  
112 Empire Circuit Yarralumla ACT 2600  
Telephone: (02) 6273 3244 E-Mail: jet@cb.mofa.go.jp