

## INSTRUCTIONS FOR FILLING OUT THE APPLICATION FORM 2010

**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 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. However, it is possible to depart from an airport that has the same departure date as the place where you interviewed only if the country you are representing has more than one designated international airport allocated for the same departure date. Please be aware that you cannot switch between groups A and B, or depart from a country that is not the country you will represent on the JET Programme.

**Chart 1**

	Group A (July 25 Arrivals)		Group B (August 1 Arrivals)	
Country	Code	Point of departure	Code	Point of departure
Australia	3010	Canberra		
	3020	Sydney		
	3030	Melbourne		
	3031	Adelaide		
	3032	Hobart		
	3040	Perth		
	3050	Brisbane		

**Applicants who will participate from Japan must join Group A (July 25 Arrivals).**

**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, French, or German depending on your nationality

**2b. 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 the ALT position? Please enter Y for yes; if not, enter N for no. Please do not forget to answer the question 17a, if you select Y for this question.

**2c. Early placement in April.** Would you like to be considered for the position selected in Question 2a, if there are any openings in the position by the end of February 2010? Please enter Y for yes; if not, enter N for no. Those who select "yes" for this question will need to make sure to submit their Criminal Record and Certificate of Health to the Embassy or consulate where they apply by the deadline mentioned for April arrivals. Please bear in mind, however, that those who select "yes" for this question can only be placed where vacancies are available, regardless of your requests in Question 16 below. Those who select "yes" for this question but aren't selected for the April arrival group will still be considered as a candidate for the Group A/B departure.

**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 the following abbreviations for Australia: **AU=Australia**

**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 or Territory:** Please enter the city and state or territory 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 other than Japan, for example Australia and New Zealand, then enter N for no. Please note: If you are not an Australian citizen, please consult the Embassy of Japan in YOUR

country of origin. **(IT IS COMPULSORY TO HAVE AUSTRALIAN CITIZENSHIP, NOT JUST PERMANENT RESIDENCY, BY TUESDAY, 1 DECEMBER, 2009)**

**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 18a.

**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 18b.

**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 19. **Please be aware that all accepted applicants will be required to submit an official police-issued criminal history, and failure to report items 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 20-22.

**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 20-22.

**12a. Marital Status as of Group A departure date.** 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 22.

**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 of Group A participants.

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

**14a. Certified Teacher.** Do you now have, or will you have earned by the departure date of Group A participants, 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 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.

**15. Driver's License.** If you have a driving license 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.)

**16. Placement Request.** In this section, you may request a general geographical area, living area classification, specific prefecture, or city in which you would like to live and work on the JET Programme. Every year, many more requests are made for urban areas such as Tokyo, Osaka and Kyoto than can be filled. For this reason, you are encouraged to do some research into the area of Japan in which you prefer to reside, as you will find many interesting areas besides these very well-known cities. Please bear in mind, however, that no placement request is guaranteed. Contracting Organisations also make requests (for example in the case of sister city relationships) and in such cases JETs may not be placed where they request. Those who answered "yes" to Question 2c also have to answer the following questions in the case that they are selected for Group A/B departure. Please also note that your chances of selection will NOT be affected by your answer to this question.

**16a. Do you have a placement request?** Enter **Y** for yes or **N** for no.

**16b. Living Area Classification.** Select the one area in which you would prefer to live. Please bear in mind 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)

**16c. 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 town or city in which to live and work 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 town or city (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. Please note that it is possible to 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, 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.

**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.**

## 17. Duties

Listed below are several duties that are part of the JET Programme. Please indicate your preferences in regards to these duties. Please note that this is only used as a guide and that the actual contents of your work when selected may differ, depending on your placement. If you are interested in the following duties please enter **Y** for yes; if not, enter **N** for no. Question 17a is for ALT applicants and CIR applicants who answered "yes" to question 2b, and questions 17b and 17c are for CIR applicants.

### 17a. Primary/Elementary Schools (Question for ALT applicants and CIR applicants who answered "yes" to question 2b)

Language education in primary/elementary schools aims at familiarising students with different languages and cultures, and to kindle their interest and enthusiasm.

Do you wish to get actively involved in education at primary/elementary schools?

### 17b. International Economic Exchange (Question for CIR applicants only)

International exchange also has economic dimensions such as tourism, business or technical cooperation. This includes local authorities working at promoting tourism to foreigners and attracting foreign companies.

Do you wish to get actively involved in such activities?

### 17c. Providing support to the foreign population (Question for CIR applicants only)

Local authorities provide support to the foreign population living in the area by offering multilingual information, counselling, and Japanese language education. Do you wish to get actively involved in such activities?

**CHART 2 Prefectures and Designated Cities**

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

Block	Code	Pref./Designated. City	Block	Code	Pref./ Designated. City	Block	Code	Pref./ Designated. 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
C	15	Niigata Prefecture	E	29	Nara Prefecture	H	47	Okinawa Prefecture
C	16	Toyama Prefecture	E	30	Wakayama Prefecture	N		No Preference

**IMPORTANT:** The following documents must comprise your complete application for the 2010 JET Programme.

Document	Original	Copy
<b>1) Application Form</b>	1	2
<b>2) Self Assessment Medical Report</b>	1	2
<b>3) Statement of Purpose (Essay)</b> ** 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
<b>4) Letters of Reference</b> from two referees, who can comment on your work and/or study abilities, in <b>English</b> [on their official letterhead, where possible], plus <b>Reference Forms</b> . (If you have not already graduated, at least one reference must be from someone related to your university). Reference Forms must accompany letters of reference and be filled in by the referee. It is preferred that you submit your references and reference forms with the rest of your application. Referees should give the references and forms to you to submit, where possible. References from peers are not encouraged. Please <i>staple</i> form and reference together, with form first.	2	2 each
<b>5) Certified academic transcript of all tertiary courses (showing your results).</b> If original not available, photocopies are only acceptable when <i>certified</i> by a person eligible to certify documents as being true copies of the original (eg Justice of the Peace, please see <i>A list of people who may officially certify docs in Australia</i> , reverse side of Check List).	1	2
<b>6) Certified copy of degree testamur (proof of university graduation).</b> 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 <i>certified</i> copy of your original degree testamur, or an original letter (or <i>certified</i> copy) from your university indicating your expected graduation. Do <i>not</i> submit original degree. <b>This document is required in addition to the above academic transcript.</b>	1	2
<b>7) Certified document which shows your nationality</b> (passport, birth certificate, certificate of citizenship etc.)	0	3

N.B: Applicants for April departure will need to submit (8) Criminal record by AFP and (9) Certificate of Health at the time of application. If, for unavoidable reasons, the applicant is unable to submit these documents at the time of application, they must be submitted no later than the end of February. Except for (8) and (9), all documents must be submitted in triplicate. Make a *further* copy of all documents for your own records.)

**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 **Tuesday, 1 December 2009** to

**The JET Program, Embassy of Japan  
112 Empire Circuit, YARRALUMLA ACT 2600**