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	Interview Location	Country	Code	Interview Location
Australia	3010	Canberra	**United States**	1010	Washington D.C.
	3020	Sydney		1020	Boston
	3030	Melbourne		1030	New York
	3031	Adelaide		1040	Atlanta
	3032	Hobart		1050	Nashville
	3040	Perth		1060	Chicago
	3050	Brisbane		1080	Houston
Canada	5010	Ottawa		1090	Los Angeles
	5020	Montreal		1092	Phoenix
	5021	Halifax		1100	San Francisco
	5030	Toronto		1110	Portland
	5050	Calgary		1120	Seattle
	5051	Winnipeg		1121	Spokane
	5060	Vancouver		1130	Anchorage
Ireland	6010	Dublin		1140	Honolulu
New Zealand	4010	Auckland		1150	Hagatna
	4020	Wellington		1160	Miami
	4030	Christchurch		1170	Detroit
United Kingdom	2100	London		1180	Denver
	2300	Edinburgh		1181	Salt Lake City
South Africa	9140	Johannesburg	**Jamaica**	9410	Kingston
	9141	Cape Town	**Singapore**	9390	Singapore
	9142	Durban	**Other Countries**	9999	Designated international airport in city with Japanese embassy or consulate or interview site
	9143	Port Elizabeth			

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 by the

end of February 2014? Please enter **Y** for yes. <u>If not, enter **N** for no</u>. 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 by the 15th of 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. Enter one of the following abbreviations for the country which you will represent:

Argentina	**AR**	Germany	**GR**	Micronesia	**FM**	Singapore	**YS**
Austria	**AT**	Hungary	**RH**	Mongolia	**MN**	South Africa	**SA**
Australia	**AU**	India	**IN**	The Netherlands	**KN**	Switzerland	**SC**
Barbados	**BB**	Indonesia	**RI**	New Zealand	**NZ**	Spain	**SP**
Belgium	**BE**	Ireland	**IR**	Palau	**PW**	Thailand	**TH**
Brazil	**BR**	Israel	**IS**	Peru	**PE**	Tonga	**TO**
Bulgaria	**RB**	Italy	**IT**	The Philippines	**PH**	Trinidad and Tobago	**TT**
Canada	**CN**	Jamaica	**JM**	Poland	**RP**	Turkey	**TR**
China	**CH**	Kazakhstan	**RK**	Portugal	**PO**	Ukraine	**UA**
Czech Republic	**CZ**	Korea	**KR**	Romania	**RO**	United Kingdom	**UK**
Finland	**FI**	Laos	**LA**	Samoa	**WS**	United States	**US**
Fiji	**FJ**	Malaysia	**MY**	Saint Vincent and the Grenadines	**VC**	Vietnam	**VN**
France	**FR**	Mexico	**MX**	Russia	**RS**		

6. Date of Birth. Enter the year, month and day of birth.
Example: 90 06 01 = 1 June, 1990

7. Hometown and Home State (AU, US)/Province (CN)/County (IR, UK)/Department/District (NZ). Please enter the city and state/province/county/department/district 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**
Australian External Territories	**AET**
New South Wales	**NSW**
Northern Territory	**NT**
Queensland	**QLD**
South Australia	**SA**
Tasmania	**TAS**
Victoria	**VIC**
Western Australia	**WA**

Canada	
Alberta	**AB**
British Columbia	**BC**
Manitoba	**MB**
New Brunswick	**NB**
Newfoundland and Labrador	**NL**
Nova Scotia	**NS**
Northwest Territories	**NT**
Nunavut	**NV**
Ontario	**ON**
Prince Edward Island	**PE**
Quebec	**QC**
Saskatchewan	**SK**
Yukon Territory	**YT**

United States							
Alabama	**AL**	Idaho	**ID**	Montana	**MT**	Puerto Rico	**PR**
Alaska	**AK**	Illinois	**IL**	Nebraska	**NE**	Rhode Island	**RI**

American Samoa	AS	Indiana	IN	Nevada	NV	South Carolina	SC
Arizona	AZ	Iowa	IA	New Hampshire	NH	South Dakota	SD
Arkansas	AR	Kansas	KS	New Jersey	NJ	Tennessee	TN
California	CA	Kentucky	KY	New Mexico	NM	Texas	TX
Colorado	CO	Louisiana	LA	New York	NY	Utah	UT
Connecticut	CT	Maine	ME	North Carolina	NC	Vermont	VT
Delaware	DE	Maryland	MD	North Dakota	ND	Virginia	VA
District of Columbia	DC	Massachusetts	MA	Northern Marianas Islands	MP	Virgin Islands	VI
Florida	FL	Michigan	MI	Ohio	OH	Washington	WA
Georgia	GA	Minnesota	MN	Oklahoma	OK	West Virginia	WV
Guam	GU	Missouri	MO	Oregon	OR	Wisconsin	WI
Hawaii	HI	Mississippi	MS	Pennsylvania	PA	Wyoming	WY

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, <u>even those which you believe to have been expunged or otherwise removed from your record</u> 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*). **<u>Accompanied refers to someone who intends to live with you while participating on the JET Programme.</u>** 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
A	**01**	Hokkaido Prefecture	**D**	**64**	Hamamatsu City
A	**48**	Sapporo City	**E**	**25**	Shiga Prefecture
A	**02**	Aomori Prefecture	**E**	**26**	Kyoto Prefecture

A	03	Iwate Prefecture	E	53	Kyoto City
A	04	Miyagi Prefecture	E	27	Osaka Prefecture
A	49	Sendai City	E	54	Osaka City
A	05	Akita Prefecture	E	62	Sakai City
A	06	Yamagata Prefecture	E	28	Hyogo Prefecture
A	07	Fukushima Prefecture	E	55	Kobe City
B	08	Ibaraki Prefecture	E	29	Nara Prefecture
B	09	Tochigi Prefecture	E	30	Wakayama Prefecture
B	10	Gunma Prefecture	F	31	Tottori Prefecture
B	11	Saitama Prefecture	F	32	Shimane Prefecture
B	60	Saitama City	F	33	Okayama Prefecture
B	12	Chiba Prefecture	F	65	Okayama City
B	59	Chiba City	F	34	Hiroshima Prefecture
B	13	Tokyo Prefecture	F	56	Hiroshima City
B	14	Kanagawa Prefecture	F	35	Yamaguchi Prefecture
B	50	Yokohama City	G	36	Tokushima Prefecture
B	51	Kawasaki City	G	37	Kagawa Prefecture
B	66	Sagamihara City	G	38	Ehime Prefecture
C	15	Niigata Prefecture	G	39	Kochi Prefecture
C	16	Toyama Prefecture	H	40	Fukuoka Prefecture
C	17	Ishikawa Prefecture	H	57	Kitakyushu City
C	18	Fukui Prefecture	H	58	Fukuoka City
C	63	Niigata City	H	41	Saga Prefecture
D	19	Yamanashi Prefecture	H	42	Nagasaki Prefecture
D	20	Nagano Prefecture	H	43	Kumamoto Prefecture
D	21	Gifu Prefecture	H	44	Oita Prefecture
D	22	Shizuoka Prefecture	H	45	Miyazaki Prefecture
D	61	Shizuoka City	H	46	Kagoshima Prefecture
D	23	Aichi Prefecture	H	47	Okinawa Prefecture
D	52	Nagoya City	H	67	Kumamoto City
D	24	Mie 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 July/August departure date, 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.