

APPLICATION FORM INSTRUCTIONS 2012

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. (only countries indicated with an asterisk sign (*) are an exception to this rule).

Chart 1

	Group A (July 29 Arrivals)		Group B (August 5 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		
Canada			5010	Ottawa
			5020	Montreal
			5021	Halifax
			5030	Toronto
			5050	Calgary
			5051	Winnipeg
		5060	Vancouver	
Ireland	6010	Dublin		
New Zealand			4010	Auckland
			4020	Wellington
			4030	Christchurch
United Kingdom			2100	London
			2300	Edinburgh
United States	1030	New York	1010	Washington D.C.
	1040	Atlanta	1020	Boston
	1060	Chicago	1050	Nashville
	1080	Houston	1100	San Francisco
	1090	Los Angeles	1110	Portland
	1092	Phoenix	1130	Anchorage
	1120	Seattle	1140	Honolulu
	1121	Spokane	1150	Hagatna
	1180	Denver	1160	Miami
1181	Salt Lake City	1170	Detroit	
France	7010	Paris		
	7011	Strasbourg		

	7012	Marseille		
New Caledonia(*)	7013	Sydney		
Germany			8010 8011 8012 8013 8014 8015	Berlin Hamburg Dusseldorf Cologne/Bonn Frankfurt Munich
South Africa	9140 9141 9142 9143	Johannesburg Cape Town Durban Port Elizabeth		
Jamaica	9410	Kingston		
Singapore			9390	Singapore
Other Countries			9999	Designated international airport in city with Japanese embassy or consulate or interview site

Applicants who will participate from Japan must join Group A (July 29 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, or early placement after April before normal designated date of 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 2012? 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 General at the time of the application to the Embassy, or by the end 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 "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 are not selected for the April arrival group will still be considered as a candidates for the Group A/B departure or as a candidate for early arrival at any designated time after April before normal designated date of arrival.

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 one of the following abbreviations for the country which you will represent:

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

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 (AU, GR, US), / Province (CN), / County (IR, UK), / Department, / District (NZ), / Prefecture (FR). Please enter the city and state/province/county/department/district /prefecture 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	NF
Nova Scotia	NS
Northwest Territories	NT
Nunavut	NV
Ontario	ON
Prince Edward Island	PE
Province Québec	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 other than Japan, for example United Kingdom and Jamaica, then enter **N** for no.

Please note: If your citizenship is different from the country in which you are living, please consult the

Embassy 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 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, even those which you believe to have been expunged or otherwise removed from your record 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	
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

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”. Please do not write “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 GIH or on the JET programme 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 “Y” 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, counseling, and Japanese language education.

Do you wish to get 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./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	N		No Preference
D	24	Mie Prefecture			