

VERY IMPORTANT!

- * PLEASE FILL IN ALL RELEVANT FIELDS AS PER THE APPLICATION FORM INSTRUCTIONS FORM - DO NOT LEAVE ANY FIELDS BLANK. IF A FIELD IS NOT APPLICABLE PLEASE WRITE N/A.
- * DO NOT STAPLE ANY DOCUMENTS TOGETHER!
- * STAPLED DOCUMENTS WILL NOT BE ACCEPTED!
- * PLEASE COMPLETE THE ORIGINAL APPLICATION FORM IN BLUE INK.
- * PLEASE MAKE 3 COMPLETE SETS OF DOCUMENTS CLEARLY MARKED:
 - ORIGINAL SET(in blue ink)
 - COPY 1 SET
 - COPY 2 SET
- * DOCUMENTS IN EACH SET MUST BE ORDERED EXACTLY AS IN THE TABLE BELOW.
- * FAILIER TO SUBMIT ANY OF THE DOCUMENTS IN THE TABLE BELOW WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM THE 2012 JET PROGRAMME.

Document	Original	Copy
1) Application Form	1	2
2) Self Assessment Medical Report	1	2
3) Letters of Reference -from two referees in Japanese or English 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.	2	2 each
4) Certified record/transcript -of all college/university courses	1	2
5) Essay (Statement of Purpose) -typed, single-sided, double-spaced on A4 paper (210mm x 297mm) / or letter-sized paper (8.5 in x 11 in), not exceeding two pages. This page limit must be strictly observed.	1	2
6) Certification of Graduation -from college or university. If you have not graduated yet, you must submit a certificate of expected date of graduation or proof of current attendance in a degree course.	1	2
7) Document which shows your nationality (passport, etc.)	0	3

PLEASE YOUR COMPLETE APPLICATION PACKAGE TO:

EMBASSY OF JAPAN
JET PROGRAMME
259 BAINES STREET
GROENKLOOF
PRETORIA
0181

DEADLINE: DECEMBER 15, 2011(NO APPLICATIONS POST MARKED AFTER THIS DATE WILL BE ACCEPTED)

12a. Marital Status 12b. Is your partner a JET applicant? 12c. Partner's Location Code

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12d. Partner's Last Name, if applicable
(Please use the same spelling as your partner uses on their application form.)

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Partner's First Name

(Please use the same spelling as your partner uses on their application form. Do not write middle names.)

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13a. Education Level 13b. Academic Specialisation Major

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Major / Minor

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14a. Certified Teacher

14b. TEFL/TESL Qualification

15. Driver's License

16. Placement

16a. Request

16b. Living Area Classification

16c. First Choice

Block

Prefecture./Designated City

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Specific Placement Request (Please give reason on next page.)

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Second Choice

Block

Prefecture./Designated City

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Third Choice (if possible, choose a different block from your 1st or 2nd choice)

Block

Prefecture./Designated City

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Office use only

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17a. Primary School

17b. International Economic Exchange

17c. Support for Foreign Population

18a. If you answered “yes” to question 9a please give the year and the interview location. Also, explain in detail the reasons why you did not accept the position if your application was successful.

18b. If you answered “yes” to question 9b please give the year(s) and the name of the contracting organisation you worked at as a JET Programme participant.

19. If you answered “yes” to question 10, please explain in detail on a separate sheet, providing information regarding the nature and date of the crime. Please also submit a copy of your complete criminal record which documents the incident at the time of the application or by the end of February at the latest. This will be examined to decide your short-list candidacy described in Section 10 of the application form.

If you cannot obtain your complete criminal record for statutory reason, please read and sign the "Authorisation and Release" form in order to enable the Japanese Embassy or Consulate General to access your criminal record, which will be examined to decide your short-list candidacy.

Please also note that short-list candidates and alternates who answered “no” to question 10 must obtain and submit your criminal record to the Japanese Embassy or Consulate General where they interviewed by June 28, 2012. (Please refer to the Application Procedures section for further details on this.)

20. If you will be accompanied by family dependents, please write their relationship (spouse/daughter/son) to you and their ages if they are under 18 years old.

21. If someone is applying for the 2012-2013 programme and you wish to be placed with or near them, please write their name here (as spelled on their application form) and write your relationship to them.

22. If you have strong reasons for a placement request (answer 16c) please make note of the reason here. This includes such cases as medical reasons for a specific placement, or your partner being a current JET Programme participant.

23. Permanent Address (Please use your domestic address only.)

Telephone _____ Fax Number _____
 E-mail _____
 Address _____

24. Temporary Address & Effective Dates (Effective from _____ to _____.)

Telephone: (Home) _____ (Work) _____

Fax Number: (Home) _____ (Work) _____

E-mail Address: _____ Other Daytime Contact _____

25. Higher Educational Institutions Attended:

Name of Institution	Dates attended	Specialisation (including both major and minor)	Degree/Diploma, Date earned or expected

26. Teaching Background

	Institution	Subject / Course	Grade / Level	Dates	Hours/ Week
a. Classroom Teaching					
b. Other Teaching or Tutoring					
c. Teacher Training					

IMPORTANT: Please provide an official transcript of all courses taken at your under graduate college/university and post-graduate school if applicable, as well as any relevant certifications for questions 25 and 26.

27. International / Intercultural Experience (at home or abroad):

Country	Purpose	Dates

28. Present or Most Recent Occupation

	Name, Address, Telephone and Fax Number of Employer	Dates
Full-time		
Part-time or Temporary		
Position and Description of Full-time Job:		
Position and Description of Part-time/Temporary Job:		

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29. Proposed Direction of Current or Future Profession and Its Relationship to the JET Programme.

30. Japan-related Studies

	Institution and Course	Dates	Grade
Study of Japanese History, Culture, etc.			
Study of Japanese Language a) Formal			
b) Informal			
Please give an honest evaluation of your Japanese language proficiency. Circle the most appropriate word in each category, according to the guidelines written below:	Reading: advanced semi-advanced inter-mediate element-ary intro-ductory none		
	Writing: advanced semi-advanced inter-mediate element-ary intro-ductory none		
	Speaking: advanced semi-advanced inter-mediate element-ary intro-ductory none		
	Listening: advanced semi-advanced inter-mediate element-ary intro-ductory none		

- Introductory:** Familiar with basic greetings and conversations, and has previous experience with *hiragana* and *katakana*.
- Elementary:** Mastered elementary level of grammar, about 100 kanji and 800 words, and demonstrates the ability to listen to and understand simple conversations and to read short, simple sentences.
- Intermediate:** Mastered basic grammar, about 300 kanji and 1,500 words, and demonstrates the ability to listen to and understand everyday conversations and to read simple sentences.
- Semi-advanced:** Mastered grammar to a relatively high level, about 1,000 kanji and 6,000 words, and demonstrates listening and reading comprehension ability about matters of a general nature.
- Advanced:** Mastered grammar to a high level, about 2,000 kanji and 10,000 words, and has an integrated command of the language sufficient for life in Japanese society and for providing a useful base for study at a Japanese university.

31. Do you have any certification of Japanese language proficiency? YES / NO (circle one). If yes, please list the names of the certificates and also the applicable dates.

32. Please evaluate any abilities you have in other languages according to the criteria below:
 1=basic 2=elementary 3=intermediate 4=semi-advanced 5=advanced

LANGUAGE:	Reading:	Writing:	Speaking:	Listening:
LANGUAGE:	Reading:	Writing:	Speaking:	Listening:

33. Please list any honours, awards, scholarships, offices held and achievements gained and the dates you received them. (Avoid acronyms and abbreviations.)

34. Please list any extra-curricular/volunteer activities, interests/hobbies/sports. List dates of involvement in each activity, club or team. (Avoid acronyms and abbreviations.)

35. Are you presently an applicant, or do you intend to apply for any other international exchange programmes or scholarships? YES / NO (circle one) If yes, please give details. (Your answers will not affect your qualification for participation on the JET Programme.)

36. Where did you hear about the JET Programme?

<input type="checkbox"/> Professor/Advisor/Instructor	<input type="checkbox"/> Magazine Advertisement	<input type="checkbox"/> TV
<input type="checkbox"/> Placement Office	<input type="checkbox"/> Magazine Article	<input type="checkbox"/> Radio
<input type="checkbox"/> Former JET Participant	<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Poster
<input type="checkbox"/> Current JET Participant	<input type="checkbox"/> Newspaper Article	<input type="checkbox"/> Career Fair
<input type="checkbox"/> Embassy/Consulate	<input type="checkbox"/> Internet Advertisement	<input type="checkbox"/> JET Alumni
<input type="checkbox"/> Campus Visit	<input type="checkbox"/> Internet Article	<input type="checkbox"/> Other: _____

37. Emergency Contacts (Please list two people who should be contacted in case of emergency.):

Name	Address	Telephone & Fax Number	Relationship to Applicant
		(Tel)	
		(Fax)	
		(Tel)	
		(Fax)	

38. Please fill out the attached "Self Assessment Medical Report." If you suffer, or have ever suffered from any physical or mental illness, please attach an explanation and a letter from your physician stating whether you are fit to participate in the JET Programme and, as such, to live and work overseas.

I, the undersigned, certify that the above statements concerning myself and my background are true and accurate to the best of my knowledge, and that I have read and agree with the application guidelines. Furthermore, if I am selected as an Assistant Language Teacher or Coordinator for International Relations, I agree to abide by Japanese laws and regulations and the regulations of my contracting organisation. I agree to carry out my duties to the best of my ability, as well as not to engage in any activities prohibited by the terms and conditions of my appointment. I understand that during my stay in Japan I must not participate in any political activities which would affect my duties nor do anything to disturb the public peace.

Signature:

Date: