

**VERY IMPORTANT!**

**\* PLEASE NOTE THAT CURRENTLY ONLY THE “ALT” POSITION OF THE JET PROGRAMME IS AVAILABLE TO SOUTH AFRICAN CITIZENS.**

**\* 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.**

**\* FAILURE TO SUBMIT ANY OF THE DOCUMENTS IN THE TABLE BELOW WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM THE 2014 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.	(Original or Certified Copy) 1	2
7) Document which shows your nationality (passport, etc.)	0	3

**PLEASE COURIER (WITH A TRACKING NUMBER) YOUR COMPLETE APPLICATION PACKAGE TO:**

EMBASSY OF JAPAN

JET PROGRAMME

259 BAINES STREET

GROENKLOOF

PRETORIA

0181

**DEADLINE:** NOVEMBER 30, 2013 (APPLICATIONS MUST ARRIVE AT THE EMBASSY OF JAPAN BY THIS DATE)

**RESULTS:** Successful Applicants will be contacted by e-mail - Please **DO NOT** contact the Embassy of Japan to enquire about the outcome of your application.

**AN ADDITIONAL NOTE ABOUT QUESTION 2 C “APRIL PLACEMENT, OR PLACEMENT AFTER APRIL AND BEFORE GROUP A/B”**

**Please be aware that if you select Y “Yes” question 2c, it implies the following:**

- Departure in / from April only becomes a possibility should there be vacancies and this is not guaranteed.
- Participants who arrive from April and before the Group A/B (end of July) departure will not receive an orientation like the one held for the Group A/B (end of July) arrivals.
- Your work as an ALT will commence immediately at the start of the busy Japanese school year with limited time to settle in opposed to the Group A/B (end of July) arrivals who will arrive during the Japanese school holidays and have more time to settle in a more relaxed atmosphere.
- For the reasons given above it is therefore strongly recommended that first time JET applicants or applicants with no teaching experience in Japan carefully consider whether they are appropriate to select Y “yes” for this option or not.
- Additionally, applicants who select Y “Yes” for question 2c will need to submit their Criminal Record and Certificate of health on application or no later than 25<sup>TH</sup> JANUARY, 2014.

## 2014 JET Programme Application Form

Please print the information requested using **CAPITAL LETTERS** for Questions 1-14, 23, 24. For the remaining questions, please type or print your answers clearly. Please see the instructions to answer the questions.

1. Interview Location

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2a. Position Type

A	L	T
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2b. ALT placement  
(CIR Applicants only)

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2c. April placement, or  
placement after April and  
before July/August departure

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3. Last Name ONLY (if you have two last names, leave a space between them)

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First Name ONLY (if you have two first names, leave a space between them. Do not write middle names)

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Middle Initial  
(one initial for  
each middle name)

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4. Sex  
M / F

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5. Nationality

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6. Date of Birth  
Year

Month Day

1	9								
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7a. Hometown

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7b. Home state/province/county/department/district (use an abbreviation if possible)

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8. Dual Nationality with Japan

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9a. Have you ever been offered a  
position on the JET Programme?

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9b. Have you ever participated  
on the JET Programme?

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10. Have you ever been arrested, charged and/or convicted of any crime other than a minor traffic offense (i.e. speeding or parking ticket), including juvenile offences? Failure to report items in this question and Question 16, 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.

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11a. Accompanied?

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11b. How many people are going to  
accompany you?

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11c. Are your children going to  
accompany you?

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For use by CIRs, ALTs

**12a. Marital Status**

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**12b. Is your partner a JET applicant?**

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**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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**13. Driving in Japan**

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**14. Placement**

**14a. Request**

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**14b. Living Area Classification**

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**14c. First Choice**

Block

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Prefecture/Designated City

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

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**Second Choice**

Block

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Prefecture/Designated City

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**Third Choice ( if possible, choose a different block from your 1<sup>st</sup> or 2<sup>nd</sup> choice )**

Block

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Prefecture/Designated City

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Office use only

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15a. 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.


15b. 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.


16. 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 25<sup>th</sup> January, 2014 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 10 June, 2014. (Please refer to the Application Procedures section for further details on this.)

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17. 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.

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18. If someone is applying for the 2014-2015 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.

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19. If you have strong reasons for a placement request (answer 14c) 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.

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

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Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-mail \_\_\_\_\_  
Address \_\_\_\_\_

21. Temporary Address & Effective Dates (Effective from \_\_\_\_\_ to \_\_\_\_\_.)

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Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Fax Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Other Daytime Contact \_\_\_\_\_

22. Higher Educational Institutions Attended:

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

23a. Education Level

☐

23b. Academic Specialisation

Major

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Major / Minor

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24a. Certified Teacher

☐

24b. TEFL/TESL Qualification

☐

25. 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 22 and 26.

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

Country	Purpose	Dates

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

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## 29. 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.

30. 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. Also, please attach documents of certification (if any).

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For use by CIRs, ALTs

31. 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:

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

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

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34. 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.)

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35. 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: _____

36. 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)	

37. 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 on 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:

PLEASE RETURN THIS FORM TO: EMBASSY OF JAPAN

JET PROGRAMME  
259 BAINES STREET  
GROENKLOOF  
PRETORIA  
0181

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