

Supplementary Instructions for completing the Japanese CV form (個人証書)

All applicants must complete a CV form in Japanese. Please use this document to help you complete the form.

Important Note: Please be very careful to maintain the original pagination and formatting of the document template as you fill in your data. (The template is a simple MS Word document with tables and adding information into the form can cause the tables to run over to the following pages.)

Section 1: 履歷書 (Personal Data)

- ① Please enter your name in the following order: LAST FIRST MIDDLE. Next, add furigana for your name in a smaller font directly above.
- ② Circle the appropriate Japanese character to indicate your gender.
- ③ Use Japanese calendar year names in all parts of the document. Enter your birth YEAR, MONTH, and DAY.
- ④ Enter the age you will be as of April 1 of your initial contract year.
- ⑤ Current mailing address
- ⑥ Enter your telephone number, cell phone number, and email address here. If you do not have a landline you may leave the TEL space blank.
- ⑦ Attach a recent ID picture that shows your face clearly. The photograph should fit inside the lines of the document form.

Section 2: 学歴 (Educational History) Document your post-secondary academic history.

- ⑧ Begin the first entry in this section by entering the year and month in which you completed your undergraduate degree. (If you graduated from a vocational school or two-year college after high school, please list that degree first.)
- ⑨ Please enter the following information about your first post-secondary degree in the following order.
 - (a) the university, college, or school (indicate the country before the school name)
 - (b) the university faculty or department
 - (c) the course of study or major
 - (d) the degree type, followed by the kanji characters 卒業 (graduation)
 - For example: 米国ワシントン大学 教育学部英語教育学科 学士課程 卒業
- ⑩ Enter the year and month in which you began your graduate studies.(if applicable)
- ⑪ Follow the same pattern as in ⑨, but at the end of the line write 入学

- ⑫ Enter the year and month in which you completed your graduate studies.
- ⑬ Indicate the completion of your graduate studies by writing 同 修了. If you hold more than one advanced degree, please use the same format to enter your data.

Section 3: 職歴 (Work History)

- ⑭ Please enter the starting year and month for each job listed.
- ⑮ Please enter the information about each job in the following order.
 - (a) the school or company name (Indicate the country for schools outside Japan)
 - (b) the school campus or branch (if applicable)
 - (c) the job title (please use the exact title assigned to you by the school or company)
 - (d) indicate the end of employment period in parentheses on the same line.
 - For example: 立命館大学、衣笠キャンパス 嘱託講師 (平成 28 年 3 月迄)
 - (e) indicate all currently held positions by adding (現在に至る) at the end of the line
 - For example: 関西大学 特任外国語講師 (現在に至る)

Section 4: 学会及び社会における活動等 (Academic and Social Activities)

- ⑯ List only academic and social activities related to your academic field or school/university. For example: Conference Organizer, Special Interest Group Member/Officer, Professional Association Member/Officer, English Speech Contest Judge, Study Abroad Coordinator, Open Campus Coordinator, etc.
- ⑰ For each item, please indicate the year and month of the event. For professional associations, please write the initial year and month of membership. For officer positions in academic societies, please indicate the year and month when the term ended.

Section 5: 賞罰 (Awards and Reprimands)

- ⑱ Document any professional awards or grants received. List only those related to your academic field. If none, please enter なし. If you have received any formal reprimands from an employer or have a criminal record, please report it in this section.
- ⑲ Enter the year and month for each award or reprimand.

Section 6: 職務の状況 (Current Professional Duties)

- ⑳ Enter the name of your current school/university/company in this column.
- ㉑ Enter your job title.
- ㉒ Enter the name of the faculty where your courses are taught.

- ②③ Enter the names of each type of course you currently teach in this column.
- ②④ Enter the number of classes you teach each week.
 - (a) Each 90-minute class should be calculated as one class.
 - (b) Enter the number of classes per week in the appropriate column: Place courses taught as a full-time tenured instructor in the 専任 column. Limited-term, full-time teachers should list their courses in the 兼担 column. For courses taught as a part-time teacher please use the 兼任 column.
- ②⑤ In the 計 column, for each course type listed, enter the total number of courses taught per week.
- ②⑥ Use Japanese calendar years to fill out the date.
- ②⑦ Enter your name in the same order as you used at the top of page #1 and stamp your personal seal over the 印 mark. (If you do not have a personal seal, then sign in the space above your name.)

Section 7: 教育研究業績書 (Educational and Research Achievements)

- ②⑧ Fill in the date, your name, and sign/stamp the form here again.
- ②⑨ List practical examples of teaching methods or classroom-based action research in category 1. Be sure the activities have descriptive titles that include the institution and class types where they were done. Examples might include the implementation of new teaching methods, educational treatments or new curricula
- ③⑩ Please specify both the starting and ending Japanese Year, Month, and Date for each listed activity in this column.
- ③⑪ Include a brief summary in Japanese for each activity listed.
- ③⑫ Category 2 is for textbooks and other original teaching materials.
- ③⑬ As with category 1, please list the starting and ending times (Japanese Year, Month, and Date) to indicate when the textbook or other teaching material were developed.
- ③⑭ For each item, please also include a brief summary in Japanese.
- ③⑮ Category 3 is a place to highlight any formal assessments of the quality of your teaching by the universities or schools where you have worked.
- ③⑯ In the same format used with categories 1 and 2 in this section, please indicate the starting and ending time of assessment periods using Japanese calendar Year, Month, and Date.
- ③⑰ Include a brief summary in Japanese for each item that you list.
- ③⑱ Category 4 is for any other educational or research activities that do not fit in categories 1-3.
- ③⑲ As with categories 1-3 in this section, please indicate the starting and ending time periods for all assessments using Japanese calendar Year, Month, and Date
- ④⑰ Include a brief summary in Japanese for each item that you list.
- ④⑱ This part of the form is for documenting activities such as the acquisition of patents, .exhibitions in galleries, development of software, etc. In most cases, this section can remain blank.

- ④② If items are listed in ④① please enter the starting and ending dates (Japanese Year, Month, and Date) for each item or activity.
- ④③ Briefly summarize each item or activity in Japanese.
- ④④ Fill in the date, your name, and sign/stamp the form here again.
- ④⑤ The remaining pages of the CV are for publications and conference presentations. Please list any books or book chapters you have written in category 1. Write titles in the language in which they were originally published.
- ④⑥ Indicate whether the book was single (単著) or coauthored(共著).
- ④⑦ Indicate the year and month of publication.
- ④⑧ List the publisher information here.
- ④⑨ Include a BRIEF summary in Japanese for each item listed in this column.
- ⑤① Category 2 is for listing all academic papers.
- ⑤② Indicate if the paper was single or co-authored.
- ⑤③ Enter the Japanese year and month of publication.
- ⑤④ Next, please indicate the journal title, the volume/issue number, and the page range where the article appears.
- ⑤⑤ And include a brief summary of each publication in the final column. Article and journal titles should appear in the language which they were originally written. Summaries may be brief but should be written in Japanese.
- ⑤⑥ This section is for “other” academic works that are neither books nor journal articles. Conference presentations can be documented in this section.
- ⑤⑦ Indicate if the presentation or activity was done solo or with others.
- ⑤⑧ Enter the Japanese year and month for each presentation or activity.
- ⑤⑨ Enter the conference or event title here.
- ⑤⑩ Include a BRIEF summary of each listed presentation or activity here in Japanese.
- ⑥① Finally, tally up the total number of items in the book, academic paper, and “other” categories and enter the number of listed items for each category type.