

INSTRUCTIONS FOR FILLING OUT THE 2018 JET APPLICATION FORM (SEA)

- 1. Position Type.** Please note that the position type (SEA) been pre-filled for you.
- 2. Interview Location Code and Name.** Please note that this has been pre-filled for you as there is only one location for SEA applications.
- 3. Name.** Please write your last name, first name and middle name in the boxes provided exactly as it appears in your passport. Write one letter per space. If you have two first names, leave one space between each name.
- 4. Sex.** Write **M** for male or **F** for female.
- 5. Date of Birth.** Write the year, month, and date of birth following this example: 90 06 01 =1 June, 1990.
Age as of 1 April 2018. Please write the age you will be on 1 April 2018
- 6. Nationality.** Write **NZ** for New Zealand. Note that you must be a NZ citizen at the time of application to apply for the JET Programme in NZ.
- 6a. Japanese Nationality?** Do you have Japanese nationality? Write **Y** for yes or **N** for no. If offered a position on the shortlist in April, those who possess Japanese nationality must have submitted their application to renounce their Japanese nationality before submitting their reply form.
- 7. Hometown/City and Region.** Please write the town/city (and region – Question 7b, optional) which you feel most appropriate representing.
- 8. Contact Details.** If possible, please provide an e-mail address at which you can be contacted at before you leave for Japan, during your stay in Japan and after you return home. Correspondence relating to your application will, in principle, be sent via post and followed up by e-mail.
- 9. If you have ever been arrested, charged and/or convicted of any crime other than a minor traffic offence (ie. speeding or parking ticket), including juvenile offences,** please write **Y** for yes. If not, please write **N** for no. If you answer **Y**, 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 at the time of application. **Please be aware that 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 in principle result in disqualification.**
- 10. Current Status.** If you are currently studying, please write "Student", and the name of your university. If you are currently working, please write your job title, and the name of your employer.

11a. Education Level. Write 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

11b. 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 up to three subjects' code numbers (see below) in the boxes on the left, and spell out the subject names on the right. If you had no specialisation, or if your specialisation is not listed, write "80 (Other Major)" in the left box, and its name on the right.

<u>BUSINESS</u>	<u>HUMANITIES</u>	<u>LANGUAGES</u>	<u>SCIENCE</u>	<u>SOCIAL SCIENCE</u>
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

11c. Academic Record. Please write the month and year that you completed High School, as well as when your University Degree was (or will be) conferred (either at a graduation ceremony or university council meeting). In the table below that, please list tertiary institutions attended as well as dates attended (month/year), duration of study (how many years and months) and certificate/degree achieved.

12. Employment Record. Please complete the table with details of last three jobs (including part-time). Begin with your most recent employment

13a. Coaching Background. Please complete the table with details of your coaching background (if applicable).

13b. History of Competition/Prize(s). Please complete the table with a detailed history of your involvement in competitions for the sport listed above, as well as any prizes or other commendations you have received for it.

13c. Coaching Qualification. Do you hold coaching qualifications for your sport(s)? Write **Y** for yes or **N** for no. Please include a copy of your qualification with your application.

13d. TEFL/TESL Qualification. Do you hold qualification in Teaching English as a Foreign Language (TEFL), Teaching English as a Second Language (TESL), or similar? 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 writing **Y** for yes or **N** for no.

14. Proposed Direction of Career and its relationship to the JET Programme. Please write clearly so that your answers are easy to read.

15. Japan-related studies. Please complete the table with any Japan-related studies including period of study (dates) and general content.

16a. Japanese Language Proficiency. Please evaluate your level and insert an "X" where appropriate in the following space in the table.

16b. Japanese Language Proficiency Tests (JLPT). Have you passed one of the JLPT tests? Write **Y** for yes or **N** for no.

16c. Highest JLPT Level. If **Yes** to Question 16b, please write the highest JLPT level you have passed (Levels 1 through 5).

16d. Year JLPT Attained. If **Yes** to Question 16b, please write the year in which you passed your highest JLPT level specified in Question 16c.

17. International/Intercultural Experience. Please complete the table with any international/intercultural experience (either at home or abroad) including some information about the experience and dates / period (duration).

18a. Language Proficiency. Please write what you consider to be your first (native) language in the space provided.

18b. Foreign Language Proficiency. Please write your foreign languages in the rows below (excluding Japanese as covered in Question 16) and insert an "X" where appropriate in the following space in the table to evaluate your level.

19ab. Other activities. Please write clearly so that your answers are easy to read.

20. If you are presently an applicant or intend to apply for any other international exchange programmes or scholarships, please type **YES** into the field. If not, please write **NO**. If you answer **YES**, please give ample details.

21a. If you have ever participated on the JET Programme, please write **Y** for yes. If not, please write **N** for no. Having participated in the Programme refers to actually having worked in Japan on the JET Programme. If you answer **Y**, please complete the years you started and finished JET in the boxes provided as well as providing the name of your contracting organisation.

21b. If you have previously applied for the JET Programme, please write **Y** for yes. If not, please write **N** for no. If you answer **Y**, please list the year(s) in which you previously applied for the JET Programme.

21c. If you have ever withdrawn from the offer of a JET Programme position, please write **Y** for yes. If not, please write **N** for no. This means withdrawing after submitting your reply form, and receiving your placement notification and assignment of contracting organisation (usually in May). If you answer **Y**, please state the year in which you withdrew from the JET Programme as well as providing the reason for withdrawal.

22. Marital Status as of July/August departure date. This information is requested **only** for placement purposes. **Your answers will not affect your eligibility for participation in the JET Programme.** Write the following letter code: **S**=Single, **E** = Engaged or **M**=Legally Married

23. If you will be accompanied by a dependent if selected for the JET Programme, please write their name, relationship to you, age and if they are a JET Applicant or not. **Accompanied refers to someone who intends to live with you permanently.** Please use the word "partner" in the "Relationship box" to signify a spouse, fiancé(e) or a person of equivalent status. *However, please note that only a legally married spouse is eligible for a dependent's visa; a fiancé(e), defacto or a person of equivalent status is not eligible under Japanese Law.*

24. Driving in Japan. If you have a **full** NZ Driver's Licence (or a Restricted Licence, but will obtain your Full Licence more than three months before departure) and would consider driving while in Japan, please write **Y** for Yes. If not, please write **N** for No. Please note that applicants that answer "Yes" for this question may be required to operate a motor vehicle as part of their work duties!

PG.8-9. Please fill out the attached "Self-Report of Medical Condition(s) at the back of the Application Form. If you suffer, or have ever suffered from any physical or mental illness, please download the Statement of Physician from the NZ JET Programme website and have your physician complete this form, stating whether you are fit to participate on the JET Programme and to live and work overseas.

Please answer all the remaining questions on the application form. This is compulsory.

If you are not sure of a meaning of a question, please consult the Embassy of Japan in Wellington's JET Programme Coordinator at (04) 495-8333.

Please also refer to the "Applicants' Checklist" on Page 8 of the 2018 SEA Application Guidelines before submitting your application.