

**INSTRUCTIONS FOR APPLICATION FORM JET 2011**  
**für deutsche Bewerber(innen) (CIR)**

1. **Location of Interview.** *Bitte beachten Sie, dass Ihr Interview-Ort in jedem Fall Berlin ist. Selbst wenn Sie sich zur Zeit in Japan aufhalten, müssen Sie zum Vorstellungsgespräch auf eigene Kosten nach Deutschland kommen. Tragen Sie also 8010 ein, aber verwenden Sie die anderen Chiffre ggf. zu einem späteren Zeitpunkt für den Ort, von dem Sie am 30. Juli 2011 vermutlich über Frankfurt a.M. oder München nach Tokyo-Narita abzufliegen wünschen (es sind keine anderen Abflugorte möglich):*

**8010 Berlin**  
8011 Hamburg  
8012 Duesseldorf  
8013 Koeln/Bonn (bis Frankfurt per Zugzubringer)  
8014 Frankfurt am Main  
8015 Muenchen

- 2a. **Position Type.** Dieses Jahr für Deutsche nur: **CIR** = Coordinator for International Relations  
2b. **ALT Placement.** Falls Sie auch für ALT qualifiziert und an einer solchen Position ersatzweise interessiert sind, tragen Sie **Y** (für **yes**) sonst **N** für **no** ein. Tatsächlich ist diese Möglichkeit für Deutsche wohl leider nicht gegeben.

3. **Name.** Please write your last name and first name. Middle initials should be written in the box below the first name. In the case of two first names, leave one space between them and do **not** write the initial in the middle initial box.

4. **Gender.** Enter **M** for male or **F** for female.

5. **Nationality.** Please enter **GR** for German.  
Please note: If your citizenship is not German, 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, by May 31, 2011!

7. **Hometown and Home State.**  
Please enter the city and state (*Bundesland*) which you feel most appropriate representing.

8. **Dual Nationality with Japan.**  
If you have German and Japanese citizenship enter **Y** for yes. If not, please enter **N** for no.  
If you have dual citizenship between Germany and another country than Japan enter **N**.

- 9a. **If you have previously been offered** a position on the JET program, please enter **Y** (for yes).  
If not, enter **N** for no. Being offered a position refers to reaching the stage where you have been told which prefecture / 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.  
**Bitte benennen Sie in einem dt. Anschreiben die Jahre, in denen Sie bereits einmal eine Bewerbung für das JET-Programm eingereicht haben und wie weit die Bewerbung jeweils gediehen war. Eine Wiederbewerbung gilt keinesfalls als nachteilig!**



## CHART 1:

BUSINESS	HUMANITIES	LANGUAGES	SCIENCE	SOCIAL SCIENCE
10 Accounting	20 Art	30 Chinese	50 Architecture	60 Asian Studies
11 Bus. Education	21 Communications	31 English	51 Biological Science	61 Economics
12 Finance	22 Drama	32 French	52 Chemistry	62 Education
13 Indus. 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 Int'l 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 TGFL/TGSL		80 Other Major

14a. **Teacher's Certification.** Do you now have, or will you have earned by July 20, 2011 a certificate to teach in elementary or secondary schools?  
Enter **Y** for yes or **N** for no.

14b. **TEFL/TESL Qualification.** *Tragen Sie bitte Y für yes ein, wenn Sie ein Teaching English as Foreign/Second Language-Zertifikat haben und verbessern Sie ggf. TEFL in TGFL (= Teaching German as Foreign Language.)  
Ansonsten tragen Sie nur ein N für no ein.*

15. **Driving License.** If you have a driving license and are considering to drive whilst in Japan please enter **Y** for yes. If not, please enter **N** for no.

16. **Placement Request.** In this section, you may request a general geographical area, living area classification, specific prefecture or city in which you will live and work on the JET Program. Please bear in mind, however, that no placement request is guaranteed. Host institutions also make requests (for example in the case of sister city relationships) and in such cases JETs may not be placed where they request.

*Bitte beachten Sie, dass es für deutsche CIR zur Zeit nur 12 Plätze gibt*

*([http://www.de.emb-japan.go.jp/austausch/jet\\_ueberblick.html](http://www.de.emb-japan.go.jp/austausch/jet_ueberblick.html)).*

*Zur Zeit Ihrer Bewerbung steht noch nicht fest, wie viele und vor allem welche Stellen davon wieder zu besetzen sind ...*

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 generally 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** (check with Chart 2).

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-letter 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 2-digit boxes. Please ensure that the prefecture or designated city you choose is within the block area you have chosen.

**CHART 2:**

Block	Code	Pref./Desig. City	Block	Code	Pref./Desig. City
A	01	Hokkaido	E	25	Shiga Prefecture
A	48	Sapporo City	E	26	Kyoto Prefecture
A	02	Aomori Prefecture	E	53	Kyoto City
A	03	Iwate Prefecture	E	27	Osaka Prefecture
A	04	Miyagi Prefecture	E	54	Osaka City
A	49	Sendai City	E	62	Sakai City
A	05	Akita Prefecture	E	28	Hyogo Prefecture
A	06	Yamagata Prefecture	E	55	Kobe City
A	07	Fukushima Prefecture	E	29	Nara Prefecture
B	08	Ibaraki Prefecture	E	30	Wakayama Prefecture
B	09	Tochigi Prefecture	F	31	Tottori Prefecture
B	10	Gunma Prefecture	F	32	Shimane Prefecture
B	11	Saitama Prefecture	F	33	Okayama Prefecture
B	60	Saitama City	F	65	Okayama City
B	12	Chiba Prefecture	F	34	Hiroshima Prefecture
B	59	Chiba City	F	56	Hiroshima City
B	13	Tokyo Prefecture	F	35	Yamaguchi Prefecture
B	14	Kanagawa Prefecture	G	36	Tokushima Prefecture
B	50	Yokohama City	G	37	Kagawa Prefecture
B	51	Kawasaki 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
D	19	Yamanashi Prefecture	H	41	Saga Prefecture
D	20	Nagano Prefecture	H	42	Nagasaki Prefecture
D	21	Gifu Prefecture	H	43	Kumamoto Prefecture
D	22	Shizuoka Prefecture	H	44	Oita Prefecture
D	61	Shizuoka City	H	45	Miyazaki Prefecture
D	23	Aichi Prefecture	H	46	Kagoshima Prefecture
D	52	Nagoya City	H	47	Okinawa Prefecture
D	24	Mie Prefecture	N		No Preference
D	64	Hamamatsu City			

**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 mostly for ALT applicants, and questions 17b and 17c are for CIR applicants.

**17a. Primary/Elementary Schools** Language education in primary/elementary schools aims at familiarizing 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, counselling, and Japanese language education.

Do you wish to get actively involved in such activities?

19. **"Authorisation and Release"**. *Bitte unterschreiben Sie das Formblatt in jedem Fall und reichen Sie es gemeinsam ein. Ein polizeiliches Führungszeugnis wird von Ihnen erst verlangt, sobald Sie angenommen wurden (April bzw. Mai).*

23. **Permanent address.** *Bitte tragen Sie hier eine deutsche Kontaktadresse z.B. Ihrer Eltern ein, Post hierhin sollte Sie bis und ggf. während oder nach Ihrem Japanaufenthalt erreichen.*

24. **Temporary address & effective dates.** *Tragen Sie hier Ihre aktuelle Adresse ein. Bitte teilen Sie jede Adressänderung mit und beachten Sie, dass Ihr Platz weiterbesetzt werden muss, wenn Sie wegen Urlaub z.B. auf eine Einladung zum Interview oder die Aufforderung zur Annahme einer Stelle etc. nicht rechtzeitig reagieren.*

25./26. Das **Official Transcript** ist bei deutschen Unis erst seit kurzem üblich. Falls nicht vorhanden, reicht dann die eigene engl. Auflistung Ihrer relevanten Kurse und – ebenso falls vorhanden - eine Kopie Ihres Zwischen- bzw. Abschlusszeugnisses.

25.-30. Bitte tragen Sie wann immer „dates“ einzutragen sind zumindest **Monat und Jahr** ein, damit die Dauer ersichtlich wird.

*Wenn Sie noch Fragen oder Unsicherheiten haben, rufen Sie bitte beim JET-desk der Botschaft von Japan unter 030 - 21094-0 an.*