

Curriculum Vitae (How to fill out the form)

1. Name: Enter your name.
2. Date of birth: Enter your date of birth.
3. Gender: Circle your gender: "Male" or "Female."
4. Legal domicile: Enter the country where you are legally domiciled.
5. Present address: Enter your present address.
6. Name of school: Enter the name of the school where you studied (senior high school).
7. Enter the date when you started studying at the school described in (6) and the date when you completed studying there in the upper row and the lower row, respectively.
8. Enter the number of years during which you studied at the school described in (6).
9. Graduation / Completion / Dropout: Enter "Graduation," "Completion," or "Dropout" depending on whether you graduated from, completed, or dropped out of the school described in (6).
* If you studied at a university or other educational institution as well as the school (senior high school) described in (6), please enter the same information related to individual educational institutions on the following lines, as instructed in (6) to (9).
10. Type: Enter the educational personnel certificate that you have obtained or are expected to obtain in Japan.
11. Enter the subject shown on the educational personnel certificate described in (10).
12. Date of conferment: Enter the date when the educational personnel certificate described in (10) was conferred, using the Japanese era name.
13. Person who has the right to confer a certificate: Enter the name of the person who conferred the educational personnel certificate described in (10).
14. Certificate No.: Enter the certificate No. of the educational personnel certificate described in (10).
* If you have educational personnel certificates other than that described in (10), please enter the same information related to individual educational personnel certificates on the following lines, as instructed in (10) to (14).
15. Date: Regarding work experience, enter the date when you started working at the workplace to be entered in (16).
16. Matters: Enter the name of the workplace and your job specifications.
17. Enter the name of the institution that appointed you to work at the workplace described in (16).
18. Enter the date when this document was prepared.
19. Name: Enter your name and affix your seal next to the name.

Column of Certification by the Immediate Manager

If you have worked as an educational staff member, such work experience must be verified here by the immediate manager at the institution where you worked as an educational staff member. If you have no work experience as an educational staff member, entry is unnecessary for this column.

20. Enter the date when the immediate manager verified your work experience.
21. Enter the name of the school where you worked as an educational staff member.
22. Enter the job title and name of the immediate manager who verified your work experience, and affix his/her seal next to the name.

履 歴 書

氏名 <small>(ふりがな)</small>	生年	2	年	月	日	3	男・女
	旧氏名					改姓	昭和 平成
本籍地	4	都 道 府 県					
現住所	5	都 道 府 県	郡 市	町 村			
学 歴	学 校 名	修 業 年 数				卒業・修了・中退の別	
	6	7	和 成	年 月 日 から 年 月 日 まで	8	年	9
				年 月 日 から 年 月 日 まで		年	
				年 月 日 から 年 月 日 まで		年	
				年 月 日 から 年 月 日 まで		年	
免 許 ・ 資 格	種 類	教 科	授 与 年 月 日	授 与 権 者	番 号		
	10	11	12	13	14		
勤 務 記 録							
年 月 日	事 項				発 令 庁		
15	16				17		
上記のとおり相違ありません。 18 平成 年 月 日							
						氏 名	19
所属長証明							
上記の者が本校において教育職員として勤務していることを証明します。							
20		成	年 月 日	学 校 名		21	
				職 名・氏 名		22	

注 1 不用の文字は、消すこと。
 2 給与に関する事項は記入しないこと。
 3 教育職員として在職する者は、末尾に所属長の証明を受けること。