

AY 2018 Teacher Applicant Screening Examination
for Hiroshima Global Academy (HiGA)

Application Guide

Hiroshima Prefectural Board of Education

As a general rule, you are requested to apply for the academic year 2018 teacher selection examination through "A. Online (Internet) Application."

However, if you have no appropriate PC or internet connection, you may choose "B. Application by Bringing Application Documents in Person or Sending Them by Post"

When filing your application online, we recommend you to prepare the content of your entries beforehand by using the "(HiGA) Entry Preparation Sheet," which is available on the website of the Hiroshima Prefectural Board of Education.

Even if you have filed an application online, you are requested to send by post or bring in person your "self-introduction materials" (submission of which is discretionary) before the application reception due date. Please see "11. Examination Procedures" on Page 9 of the Implementation Guidelines for further details.

Applicants currently working at a school as a temporary staff member, part-time teacher, etc. are not allowed to use their email account assigned to them by their school. Also, such applicants are not allowed to file their application via their school's PC.

Contents

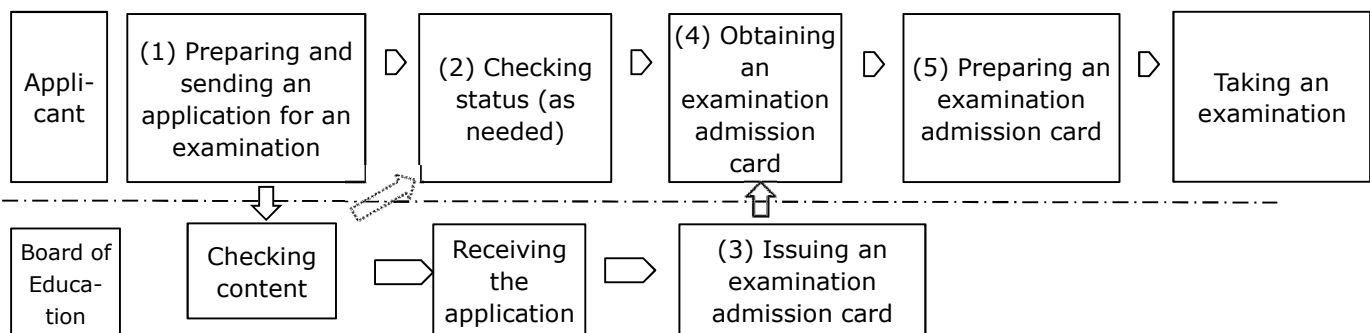
▶▶ A Online (Internet) Application		
Chapter 1 Application Procedures via Hiroshima Prefecture Online Application System	...	1
1 Rough flowchart of online application	...	1
2 Preparing and sending an application for examination	...	1
3 Obtaining and filling out an examination admission card	...	2
Chapter 2 Details of Examination Application via Hiroshima Prefecture Online Application System	...	2
1 Preparation	...	2
2 Main input items	...	2
3 Details of each item	...	2
A Content of application	...	3
B Applicant's personal data	...	3
C Work experience	...	6
D Pledge and confirmation of application	...	6
E Reason for applying for a HiGA teacher position	...	6
▶▶ B Application by Bringing Application Documents in Person or Sending Them by Post		
Chapter 3 How to fill out the examination application form	...	7

Chapter 1 Application Procedures via Hiroshima Prefecture Online Application System

1 Rough flowchart of online application

- (1) Enter application contents, etc. and file an application through the Hiroshima Prefecture Online Application System.
- (2) As needed, you may be asked questions by the Board of Education about your application content, etc.
- (3) Your examination admission card will be uploaded to the Hiroshima Prefecture Online Application System on the date shown in the Implementation Guidelines. We will inform you of the completion of the uploading of the examination admission card by sending an email to the user email address you have registered with us.
- (4) Download your examination admission card through the Hiroshima Prefecture Online Application System.
- (5) Prepare your examination admission card by printing the examination admission card downloaded in step (4) and attaching your photo to it.

《Rough flowchart》



2 Preparing and sending an application for examination

- [1] Visit the Hiroshima Online Application System (https://s-kantan.com/pref-hiroshima-u/offer/offerList_initDisplay.action).
- [2] Select “手続き申込 (Apply for Procedures)”, enter “Hiroshima Global Academy Teacher Applicant Screening Examination” in the “手続き名 (Procedure Name)” section in the search menu of the “手続き一覧 (List of Procedures)”, and click “検索 (Search)”. Select “(HiGA) AY 2018 Hiroshima Global Academy Teacher Applicant Screening Examination” and proceed to the “手続き申込 (Apply for Procedures)” screen.
- [3] On the “手続き申込 (Apply for Procedures)” screen, click “利用者登録せずに申し込む方はこちら (Apply without user registration)”.
- [4] On the “手続き説明 (Procedure Overview)” screen, read the procedure overview and terms of use and click “同意する (Agree)”. Then, you will proceed to the “Email Address Entry Screen”.
- [5] On the “Email Address Entry Screen”, enter your email address and click “完了する (Complete)”.
- [6] The URL from which to file an application will be shown in an email sent to the address registered in Step [5]. Click and visit the URL.
- [7] On the “申込 (Apply)” screen, enter all required items marked with “*” and other necessary items and click “確認へ進む (Proceed to Confirm)”.
 - * Carefully read Chapter 2 of this Guide when making entries.
 - * After clicking “確認へ進む (Proceed to Confirm)”, it may take several tens of seconds before moving to the “申込確認 (Application Confirmation)” screen. In that case, do not click “確認へ進む (Proceed to Confirm)” over and over, but wait until the “申込確認 (Application Confirmation)” screen appears.
- [8] Check the entry content on the “申込確認 (Application Confirmation)” screen and, if no error is found, click “申込 (Apply)”. Then, your serial number (整理番号) (12-digit number) and password (パスワード) (10-digit alphanumeric code) will appear on the “申込確認 (Application Completed)” screen. Click “一覧へ戻る (Back to List)” and select “ログアウト (Logout)” to complete the examination application procedures. (Your serial number (整理番号) and password (パスワード) will be sent to the email address you have registered with us.)

In step [8], if you do not receive an email containing your serial number (整理番号) and password (パスワード) even if you have clicked “申込 (Apply)”, your application procedures have not been properly completed. Be sure to appropriately complete application procedures on your own responsibility. Also, be sure to keep the email containing your serial number and password, because it will be proof that you have duly completed your application procedures.

* The serial number (整理番号) and password (パスワード) sent to the registered email address will be necessary when acquiring an examination admission card.

* One person can make an application only once. Do not make an application more than one time. Also, do not use online application and application by post together.

* You can check the processing status of the application you have made on the Application Content Reference page (申込内容照会) of the Hiroshima Prefecture Online Application System.

3 Obtaining and filling out an examination admission card

[1] On the date shown in the Implementation Guidelines, an email stating that an examination admission card has been uploaded to the Hiroshima Prefecture Online Application System will be sent to you.

[2] Visit the Hiroshima Prefecture Online Application System (https://s-kantan.com/pref-hiroshima-u/offer/offerList_initDisplay.action), select “申込内容照会 (Application Content Reference)” on the upper left, enter the serial number (整理番号) (12-digit number) and password (パスワード) (10-digit alphanumeric code) sent to you in step (2)-[6], and click “照会 (Refer to content).”

[3] On the “申込詳細 (Application Details)” screen, open the attached file contained in “返信添付ファイル1 (Attached File for Reply 1),” the fifth item from the top, to display the examination admission card. (Save the file on your PC first before opening it.)

[4] Check the content of the examination admission card. Prepare the examination admission card by printing it out on (blank and white) A4 paper and attaching your photo to it.

[5] Bring the examination admission card with you to the examination venue on the examination day. Also, on the examination day, bring one photo (with your examinee number and name written on the back) identical to the one you have attached to your examination admission card. Be sure to check the Implementation Guidelines carefully for all other items you will be required to bring with you on the examination day.

Chapter 2 Details of Examination Application via Hiroshima Prefecture Online Application System

1 Preparation

Note the following points before making entries in the Hiroshima Prefecture Online Application System.

- Check all entry items in this Guide.
- Some items need to be entered directly instead of being selected from lists of choices. For such items, we recommend you to prepare your entry content beforehand by using the “(HiGA) Entry Preparation Sheet,” which is available on the website of the Hiroshima Prefectural Board of Education, so that you will be able to copy and paste them when making entries.
- When entering your name, address, etc., use characters that are not dependent on the environment (JIS level-1 kanji set or JIS level-2 kanji set). Do not use Roman numerals (I , II , ...) because they are environment-dependent. If a Roman numeral is contained in the name of an apartment, for instance, convert it into an Arabic number (1, 2, ...). (Examples of characters that cannot be used: 高, 崎, 栞, 吉, etc.)
- The entry time limit for the Hiroshima Prefecture Online Application System is 60 minutes. If your entry time exceeds 60 minutes, the content of your entry will be discarded and you will need to make an entry again.

2 Main entry items

Main entry items are shown in A-E below.

A Content of application	Item concerning the content of the application, such as selection category
B Applicant's personal data	Item concerning the applicant's name and other personal data
C Work experience	Item concerning all the applicant's work experiences * Applicants without work experience, such as new graduates, are not required to complete this item.
D Pledge and confirmation of application	Item concerning application for examination
E Reason for applying for a HiGA teacher position	Item concerning the reasons for applying for a HiGA teacher position

3 Details of each item

Items to be actually entered are described in the following. In the Hiroshima Prefecture Online Application System, some items need to be selected from lists of choices and others need to be typed in. If any false information is found in your entry content, etc., your registration on the teacher applicant list may be cancelled.

A Content of application

(1) School and job categories

Select from the list the school and job categories you wish to apply for.

List of Choices			
Junior high school teacher	Senior high school teacher	Nursing teacher	Diet and nutrition teacher

(2) Course (subject) in which you wish to take an examination

Select from the list the course (subject) in which you wish to take an examination. (For the Nursing teacher, select "Nursing teacher," and for the Diet and nutrition teacher, select "Diet and nutrition teacher.")

List of Choices		
Junior high school /Japanese Language	Senior high school/Japanese Language	Senior high school/Science/Biology
Junior high school/Social Studies	Senior high school/Geography and History/World History	Senior high school/ Health and Physical Education
Junior high school/Mathematics	Senior high school/Geography and History/Japanese History	Senior high school/Art/Music
Junior high school/Science	Senior high school/Geography and History/Geography	Senior high school/Art/ Art and Design
Junior high school/ Music	Senior high school/Civics/ Politics and Economy	Senior high school/Foreign Language/English
Junior high school/ Art and Design	Senior high school/Mathematics	Nursing teacher
Junior high school/Health and Physical Education	Senior high school/Science/Physics	Diet and nutrition teacher
Junior high school/Foreign Language/English	Senior high school/Science/Chemistry	

(3) Desired examination date

Mark the date on which you wish to take an examination.

List of Choices	
February 3, 2018 (Sat)	February 10, 2018 (Sat)

(4) Need of reasonable consideration

When taking examinations, if you need such considerations as braille, enlarged characters, and sign language interpreters, mark "Yes." If such considerations are not necessary, mark "No." If you mark "Yes," enter the specific considerations you wish to have.

B Applicant's personal data

(5) Applicant's name

Enter your name. Use only characters that are not dependent on the environment (JIS level-1 kanji set or JIS level-2 kanji set). (Examples of characters that cannot be used: 高, 崎, 栗, 吉, etc.)

(6) Applicant's family name (*furigana*), (7) Applicant's given name (*furigana*)

Enter in two-byte *katakana* characters your family name (*furigana*) and given name (*furigana*). Foreign citizens are not required to complete these items.

(8) Sex

Mark your sex.

(9) Date of birth

Enter in one-byte numbers (8 digits) your date of birth.

(Example of entry: If your date of birth is June 30, 1973 -> 19730630)

(10) Present address (Postal code)

Enter in one-byte alphanumeric characters the postal code of your present address. (Example of entry: For postal code 123-4567 -> 1234567)

(11) Present address

Enter your present address. Do not use Roman numerals (I, II, ...) because they are environment-dependent. If a Roman numeral is contained in the name of an apartment, for instance, convert it into an Arabic number (1, 2, ...).

(12) Contact telephone number

Enter in one-byte numbers the telephone number at which we can contact you. If you have a cell phone, it is preferable to enter your cell phone number. If you have no cell phone, enter the telephone number at which we can contact you promptly, such as your land-line telephone number. (Example of entry: 090-1234-5678 -> 09012345678)

- (13) Contact address other than above (Postal code)
Enter in one-byte alphanumeric characters the postal code of your contact address other than your present address.
- (14) Contact address other than above
Enter your contact address other than your present address. Do not use Roman numerals (I , II , ...) because they are environment-dependent. If a Roman numeral is contained in the name of an apartment, for instance, convert it into an Arabic number (1, 2, ...).
- (15) Contact telephone number other than above
Enter in one-byte numbers the telephone number at which we can contact you other than the telephone number above. You need not complete this item if you have no other telephone number than the one shown in (12).
- (16) Destination address
Mark either "Present address" or "Contact address other than above" to which we should send you necessary documents, etc.

List of Choices	
Present address	Contact address other than above

- (17) Senior high school, etc.
Enter the name of your senior high school, special support high school, national institute of technology, etc. that you graduated from and the month and year of your graduation (one-byte alphanumeric characters).
(Example of entry: Hiroshima Prefectural --- Senior High School [Full-day, ordinary course]: March,1989)
- (18) University, junior college, etc. 1
Enter the name, faculty name, and department name of the university, junior, college, etc. that you have graduated from (or are expected to graduate from) and the month and date of (expected) graduation (one-byte alphanumeric characters). If there is more than one university, junior college, etc., use "University, junior college, etc. 2" for entry.
(Example of entry: Department of --, Faculty of ---, --- University: March,2007)
- (19) Graduate school, etc.
Enter the names of the graduate school and department that you graduated from (or are expected to graduate from) and the month and date of (expected) graduation (one-byte alphanumeric characters).
(Example of entry: Department of ---, Graduate School of ---, --- University: March,2012)
- (20) Experience of studying or living abroad
Mark either "Yes" or "No" regarding your experience of studying or living abroad. If "Yes," enter the country and period in which you studied or resided abroad.
- (21) English proficiency certificates
Enter relevant English proficiency certificates, scores, etc.
(Example of entry: If you have EIKEN Grade Pre-1 -> EIKEN Grade Pre-1. If your IELTS score is 7.0 -> IELTS7.0)
- (22) Club activities
Enter the club activities you engaged in while at school. If there is more than one, list the club activities by placing commas in between.
- (23) Club activity results
Enter results, if any, of the above-written club activities in order of "Date" (university, senior high school etc., junior high school), "Club," and "Result." (Example of entry: Senior high school/Table tennis club/3rd place, individual category, National Sports Festival; University/Table tennis club/3rd place, individual category, All Japan Intercollege Table Tennis Championship)
- (24) Club activities that you can teach
Enter what club activity you are able to teach. If there is more than one, list the club activities by placing commas in between.

(25) Educational personnel certificate

Select the job title, subject, and class of the educational personnel certificate you have obtained or are expected to obtain. Select "None" if you have not obtained or are not expected to obtain an educational personnel certificate.

List of choices			
Junior high school teacher/ Japanese Language (Advanced)	Junior high school teacher/ Health and Physical Educati on (Advanced)	Senior high school teacher/Mathematics (Advanced)	Senior high school teacher/Information (Advanced)
Junior high school teacher/ Japanese Language (Class I)	Junior high school teacher/ Health and Physical Educati on (Class I)	Senior high school teacher/Mathematics (Class I)	Senior high school teacher/Information (Class I)
Junior high school/ Japanese Language (Class II)	Junior high school teacher/ Health and Physical Educati on (Class II)	Senior high school teacher/Science (Advanced)	Senior high school teacher/Agriculture (Advanced)
Junior high school teacher/Social Studies (Advanced)	Junior high school teacher/Technology (Advanced)	Senior high school teacher/Science (Class I)	Senior high school teacher/Agriculture (Class I)
Junior high school teacher/Social Studies (Class I)	Junior high school teacher/Technology (Class I)	Senior high school teacher/ Health and Physical Educati on (Advanced)	Senior high school teacher/Industry (Advanced)
Junior high school teacher/Social Studies (Class II)	Junior high school teacher/Technology (Class II)	Senior high school teacher/Health and Physica l Education (Class I)	Senior high school teacher/Industry (Class I)
Junior high school teacher/Mathematics (Advanced)	Junior high school teacher/Home Economics (Advanced)	Senior high school teacher/Music (Advanced)	Senior high school teacher/Commerce (Advanced)
Junior high school teacher/Mathematics (Class I)	Junior high school teacher/Home Economics (Class I)	Senior high school teacher/ Art and Design (Advanced)	Senior high school teacher/Commerce (Class I)
Junior high school teacher/Mathematics (Class II)	Junior high school teacher/Home Economics (Class II)	Senior high school teacher/ Art and Design (Class I)	Senior high school teacher/Fishery (Advanced)
Junior high school teacher/Science (Advanced)	Junior high school teacher/English (Advanced)	Senior high school teacher/Calligraphy (Advanced)	Senior high school teacher/Fishery (Class I)
Junior high school teacher/Science (Class I)	Junior high school teacher/English (Class I)	Senior high school teacher/Calligraphy (Class I)	Senior high school teacher/Nursing (Advanced)
Junior high school teacher/Science (Class II)	Junior high school teacher/English (Class II)	Senior high school teacher/ Crafts Production (Advanced)	Senior high school teacher/Nursing (Class I)
Junior high school teacher/Music (Advanced)	Senior high school teacher/ Japanese Language (Advanced)	Senior high school teacher/ Crafts Production (Class I)	Senior high school teacher/Welfare (Advanced)
Junior high school teacher/Music (Class I)	Senior high school teacher/ Japanese Language (Class I)	Senior high school teacher/English/(Advanced)	Senior high school teacher/Welfare (Class I)
Junior high school teacher/Music (Class II)	Senior high school teacher/Geography and History (Advanced)	Senior high school teacher/English/(Class I)	Nursing teacher (Advanced)
Junior high school teacher/ Art and Design (Advanced)	Senior high school teacher/Geography and History (Class I)	Senior high school teacher/Home Economics (Advanced)	Nursing teacher (Class I)
Junior high school teacher/ Art and Design (Class I)	Senior high school teacher/Civics/Politics and Economy (Advanced)	Senior high school teacher/Home Economics (Class I)	Nursing teacher (Class II)
Junior high school teacher/ Art and Design (Class II)	Senior high school teacher/Civics/Politics and Economy (Class I)		Diet and nutrition teacher (Advanced)
			Diet and nutrition teacher (Class I)
			Diet and nutrition teacher (Class II)
			None

(26) Month and year in which you have obtained (or are expected to obtain) an educational personnel certificate

Enter the month and year in which you have obtained (or are expected to obtain) the educational personnel certificate that you selected in "Educational personnel certificate 1" above. (Example of entry: If you are expected to obtain an educational personnel certificate -> Expected to obtain in [Month], [Year]; if you have already obtained an educational personnel certificate -> Obtained in [Month], [Year])

* If you have obtained (or are expected to obtain) more than one certificate, select items in the same way as "Educational personnel certificate 1" in "Educational personnel certificate 2" through "Educational personnel certificate 5."

(27) Special support school teacher's certificate (to be entered only by applicants who have obtained [or are expected to obtain] a special support school teacher's certificate)

Mark whether you have obtained or are expected to obtain a special support school teacher's certificate and enter the month and year you have obtained or are expected to obtain said certificate.

(28) School librarian's license (to be entered only by applicants who have obtained [or are expected to obtain] a school librarian's license)

Mark whether you have obtained or are expected to obtain a school librarian's license and enter the month and year you have obtained or are expected to obtain said license.

C Work experience

Enter all your work experiences from "Work experience 1" through "Work experience 14."

Applicants without work experience, such as new graduates, are requested to proceed to "D. Pledge and confirmation of application." Enter part-time jobs that you have had since graduating from university, etc.

(29) Work experience 1

Enter place of work.

(30) Work content 1

Enter the mode of hiring and **work content** with regards to work experience 1 above. As for course instruction, **enter the name of the courses/subjects you taught**.

(Example of entry 1: Part-time teacher/Course instruction [Basic Biology, Basic Chemistry])

(Example of entry 2: Special support education assistant/Learning support and assistance for children)

(Example of entry 3: Temporary hired teacher/Special support class's homeroom teacher [teaching all courses except for Arts and Crafts and Physical Education])

(31) Term of office 1

Mark "Date of commencement" and "Date of termination" of "Work experience 1" above and enter a year, month, day for each section.

(Example of entry: If you worked from April 6, 2013 to July 29, 2013 -> Date of commencement section: 4/6/2013; Date of termination: 7/29/2013)

* If you have more than one work experience, enter in the same way as in "Work experience 1" from "Work experience 2" through "Work experience 14."

(32) Rewards and punishments

If you have ever been subjected to disciplinary action, be sure to make an entry about it.

(33) Leave of absence, etc.

If you have ever taken a leave of absence, sick leave, childcare leave, etc., enter the period of said leave (month and year of commencement of the leave, month and year of the termination of the leave) and reason for taking such leave. (Example of entry: April 1998/March 1999, childcare leave)

D Pledge and confirmation of application

(34) Pledge and confirmation of application

Check each item in the following and mark either of the choices below. (excluding items (3) and (4) if you do not have an educational personnel certificate)

(1) An adult ward or a person under curatorship

(2) A person who has been sentenced to imprisonment or other severe punishment

(3) A person whose teacher's certificate has been invalid for less than three years since it expired because he/she fell under Article 10, paragraph (1), items 2 or 3 of the Educational Personnel Certification Act

(4) A person who has been deprived of his/her teacher's certificate according to the provisions of Article 11, paragraphs (1) to (3) of the Educational Personnel Certification Act within the past three years

(5) A person who has formed or joined a political party or other organization, which supports destruction of the Constitution of Japan or the national government formed under it through violence, on or after the date when the Constitution of Japan went into effect.

List of Choices

I do not fall under any of the items (1) to (5) and apply for the Examination.

I cannot verify if I fall under any of the items (1) to (5).

E Reason for applying for a HiGA teacher position

(35) Reason 1

Describe specifically your ideal image of education that you wish to realize.

(36) Reason 2

Describe specifically the activities you have conducted that would be helpful in working at HiGA or other matters about yourself that you would like to particularly emphasize.

(37) Reason 3

Describe specifically your commitment and things you wish to do as a HiGA teacher.

Chapter 3 How to fill out the examination application form (only for applicants bringing application documents in person or sending them by post)

Fill out the application form by referring to the entry examples.

Enter either in Japanese or English.

*** Applicants who have made an online application are not allowed to submit an examination application form.**

- a (1) In the type of examination and subjects section, circle the choice that applies. (See pages 2-3 of the Implementation Guidelines for details of eligibility for admission to the examination.)
If you wish to take a junior high school teacher examination or senior high school teacher examination, enter the course (subject) in which you wish to take an examination.
- b (2) In the desired examination date section, circle your desired date of examination.
- c (3) In the reasonable consideration section, circle "Yes" if you need braille, enlarged characters, sign language interpreters, etc. when taking an examination. If you don't need such considerations, circle "No." In the case of "Yes," describe the specific considerations you wish to have.
- d (4) In the final academic background section, start your entry from senior high school up to university, graduate school, and all other higher educational institutions you attended.
- e In the experience of studying or living abroad section, mark either "Yes" or "No" regarding your experience of studying or living abroad. If "Yes," enter the country and period (length) in which you studied or resided abroad.
- f Complete the English proficiency certificates section, based on the relevant certification documents. For TOEFL (iBT), TOEIC, and IELTS, enter "TOEFL (iBT) score --," "TOEIC score --," and "IELTS score --." For the EIKEN Test in Practical English Proficiency, enter "EIKEN Grade --."
- g (5) For the teacher's certificate section, circle the type of license you have obtained or are expected to obtain. Also, circle one from among "Advanced," "Class I," and "Class II" for each certificate.
- h (6) In the section of the month and year in which you have obtained (or are expected to obtain) a teacher's certificate, circle "S" for the Showa era or "H" for the Heisei era.
* For the special support school teacher's license and school librarian's license, you can leave the month and year of the acquisition of the license blank, only if you are expected to obtain such licenses.
- i (7) In the work experience section, enter all of your work experiences, together with the place of employment, mode of hiring, work content, and the term of employment for each work experience.
For the mode of hiring, make such entry as "full-time teacher," "temporary hired teacher," etc. Describe as specifically as possible the content of each work experience. If you engaged in course instruction at a school, etc., enter the name of the courses/subjects you taught.
In the (expected) term of employment section, circle "S" for the Showa era or "H" for the Heisei era.
- j (8) In the rewards and punishments section, if you have ever been subjected to disciplinary action, be sure to make an entry about it.
- k (9) In the leave of absence section, if the term of employment you entered in the work experience section includes a period of leave of absence, childcare leave, etc., enter the period of the relevant leave, together with the reason for taking such leave.
- l (10) In the signature section, be sure to enter the date of entry, put your signature, and affix your seal after carefully checking the content of your entries.
- m In addition to the examination application form, you are required to submit other application documents, such as a form describing your reasons for applying for a HiGA teacher position. Check the Implementation Guidelines for the documents you are required to submit.
- n If any false information is found on your examination application form or in other documents that need to be submitted, your registration on the teacher applicant list may be cancelled.
- o * Leave sections marked with "*" blank.