

# AY 2019 Implementation Guidelines for Teacher Applicant Screening Examination for Hiroshima Global Academy (HiGA) Junior and Senior High School

Hiroshima Prefectural Board of Education (BoE)

<b>1<sup>st</sup> Selection</b> Application period 1 <sup>st</sup> screening (documentary screening) 2 <sup>nd</sup> screening (Interview)	8 <sup>th</sup> June 2018 (Fri.) – 6 <sup>th</sup> July 2018 (Fri.) Result announcement on 18 <sup>th</sup> July 2018(Wed.) 4 <sup>th</sup> August, 2018(Sat.)
<b>2<sup>nd</sup> Selection</b> Application period 1 <sup>st</sup> screening (documentary screening) 2 <sup>nd</sup> screening (Interview)	9 <sup>th</sup> October, 2018 (Tue.) –9 <sup>th</sup> November, 2018 (Fri.) Result announcement on 22 November 2018(Thu.) 8 <sup>th</sup> December, 2018(Sat.)

The AY 2019 Teacher Applicant Screening Exam for Hiroshima Prefectural Hiroshima Global Academy aims to select teachers who will work at Hiroshima Global Academy Junior and Senior High School. The exams will be conducted twice, 1<sup>st</sup> selection and 2<sup>nd</sup> selection as follows;

⟨Exams schedule same as both selections⟩

(1) Acceptance of applications 	(1) For the acceptance of applications, see “11. Application procedures” on page 9 of these guidelines.
(2) 1 <sup>st</sup> Screening (Documentary screening) 	(2) For details of the exam, see “6. Details of the screening exam” on page 7 of these guidelines
(3) Result announcement of 1 <sup>st</sup> screening 	
(4) 2 <sup>nd</sup> Screening (Interview) 	(4) For the interview, see “5 the Date, venue and the appointed meeting time of the 2 <sup>nd</sup> exam” and “6. Details of the screening exam” on Page 6 and 7 of these guidelines
(5) Final result announcement	

## 1. Personality required of school teachers and the selection policy

The Hiroshima Prefectural Government clarifies the ideal school teachers and fosters them, and seeks teachers who can develop their qualities and skills based on the abilities and skills required of teachers of HiGA.

### Personality required of school teachers

#### General Characteristics

- Those who have a strong sense of morals and values
- Those who have educational affection for children and a sense of mission for education
- Those who can utilize their expertise and accurately complete assigned tasks
- Those who can respond flexibly to the changes in society and children's needs

#### Strongly required characteristics to help the further development of Hiroshima Prefecture as an educational hub

- Those who have a reliable teaching ability
- Those who have sufficient communication skills
- Those who have a challenging mind for something new
- Those who can cooperate and work with other school staff and organizationally complete their tasks

### Qualities and abilities required for HiGA teachers

#### 1. Motivation / Values

- 1-1. Strong sympathy for the missions, visions and values of the school
- 1-2. A high ethical sense and a strong responsibility for education
- 1-3. The empathy and passion necessary to enable them to be deeply involved in the learning, living, and well-being of students in a boarding school system
- 1-4. Motivation to continue research on and development of advanced education and keep on conducting such education
- 1-5. Diversity of perspectives and awareness as a global citizen
- 1-6. Motivation to try to show leadership and actively work with team members with diverse backgrounds
- 1-7. Motivation to be actively involved in the local community in Osakikamijima Town and the global network

#### 2. Knowledge / Skills

- 2-1. High degree of expertise in their subjects (knowledge and skills concerning educational content)
- 2-2. High English proficiency
- 2-3. Facilitation skills to foster deep thinking among students
- 2-4. Strong commitment to the inquiry-based learning and the project-based education
- 2-5. Strong commitment to the philosophy and educational programs of the International Baccalaureate
- 2-6. Ability to engage in extracurricular activities and develop concept learning and hands-on learning through inquiring
- 2-7. Accountability for the physical and mental development and academic achievement levels of students

## 2. Classification of profession and subjects (items) for the screening

Profession	Subject	No. of expected teachers
Junior high school teacher	Japanese language, Social studies, Mathematics, Sciences, Health and physical education, Music, Art and design, Foreign language (English)	Several
Nursing teacher	—	(Limited to) 1
Diet and nutrition teacher	—	(Limited to) 1

(Notes) 1. Candidates are allowed to take the exam for only one profession and subject.

**2. Those who do not have Japanese nationality will be appointed as full-time instructors without fixed contract term of employment.**

**3. As a result of the 1<sup>st</sup> Selection period, there is a possibility that we do not recruit the teachers of some professions or subjects<sup>1</sup>, As for the 2<sup>nd</sup> Selection period, we will publish the information on the HP of Hiroshima BoE about the profession and subjects to recruit on 9<sup>th</sup> October, 2018.**

## 3. Eligibility for admission to the Exam

Those who meet the following requirements (1) to (3) are eligible for taking the exam.

### (1) Essential requirements

Candidates must meet the following requirements 1) and 2).

1) Those who do not fall under any of the reasons for disqualification set forth in Article 16 of the Local Officials Act (Act No. 261 of 1950) and Article 9 of the School Education Act (Act No. 26 of 1947)

2) Those who were born after 2<sup>nd</sup> April 1959.

**(Note) Those who do not have the Japanese nationality have to acquire the necessary visa to work for school until 31 March 2019.**

### (2) Japanese teaching license (regular teacher's certificate), work experience, etc.

Profession	Requirements for work experience/ Japanese teaching license
Junior high school teacher	To satisfy with the either 1), 2) or 3)  1) Have teaching experience* <sup>2</sup> related to the relevant subject at a school or educational institutions <sup>1</sup> for 36 months or more as a regular staff member, a temporarily appointed staff member, a part-time instructor, etc. during April, 2014 to March, 2018. * It is preferable to have teaching experiences in IB schools. 2) Have working experience <sup>3</sup> in the area of expertise related to the relevant subject (at a company or an overseas educational institution, etc.) for 36 months or more  3) Those who have overseas teaching license equivalent to the subject that you apply.
Diet and nutrition teacher Nursing teacher	Those who have the regular teacher's certificate that you apply for the profession. * Those who have a former teacher's certificate in the teacher's license renewal system whose first certification deadline is by March 31, 2019, must complete the necessary procedures for certification by January 31, 2019.

\*1 : A school or educational institution refers to any of the following institutions:  
 - Schools prescribed in Article 1 of the School Education Act (Act No. 26 of 1947)  
 - Overseas educational institutions designated or recognized by Notification No. 91 or 120/1991 issued by the Ministry of Education, Culture, Sports, Science and Technology  
 - Educational institutions in Japan certified by the Western Association of Schools and Colleges (WASC), the Association of Christian Schools International (ACSI), the Council of International Schools (CIS), or the Secretariat of the International Baccalaureate Organization (IBO)

\*2 and \*3: The period of experience of teaching and working does not include any period of absence. As for the number of months of experience, if a work order is issued even for one day a month, the relevant month is deemed as a month of experience.

**(3) Language skills**

Profession	Requirements for work experience/ Japanese teaching license
Junior high school teacher	The following requirement 1) or 2) must be met. 1) Have reached the C1 level of the CEFR Common Reference levels 2) Have reached the A2 level of the CEFR Common Reference levels, and ha the intention of reaching the C1 level in the future
Nursing teacher	The following requirement 1) or 2) must be met. 1) Have reached the C1 level of the CEFR Common Reference levels 2) Have reached the A2 level of the CEFR Common Reference levels, and ha the intention of reaching the C1 level in the future
Diet and nutrition teacher	Not required about the language skills

(Reference) CEFR Common Reference levels \* Sources: "British Council, Cambridge Assessment English"

Level		Degree of proficiency	Reference
Proficient User	<b>C2</b>	Can understand with ease virtually everything heard or read. Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely.	—
	<b>C1</b>	Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects.	Grade 1
Independent User	<b>B2</b>	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain on either party. Can produce clear, detailed text on a wide range of subjects.	Grade Pre-1
	<b>B1</b>	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest.	Grade 2
Basic User	<b>A2</b>	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	Grade Pre-2
	<b>A1</b>	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details, such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.	Grades 3 to 5

\* The grades described in the reference column refer to EIKEN grades. Comparison with these grades and the CEFR Common Reference levels was made referring to the "Comparison Table for Data from Individual Language Proficiency Test Organizations and CEFR levels (version of September 29, 2015)" created by the Ministry of Education, Culture, Sports, Science and Technology.

## 4. Working conditions, etc.

(As of 8<sup>th</sup> June 2018)

1. Place of work	Hiroshima Prefectural Hiroshima Global Academy Junior and Senior High School (Location: Okushi, Osakikamijima-cho, Toyota-gun, Hiroshima Prefecture)
2. Job description	Work at the junior high school and/or the senior high school, and engage in the following tasks: - Give and prepare for lessons on the prescribed subject - Organize various meetings and school events, including educational affairs, entrance examinations, academic and career guidance, and student guidance.
3. Salaries and allowances	<p>(1) Salaries: Monthly amount: 207,500 yen to 415,800 yen (for senior high school teachers) Monthly amount: 207,500 yen to 405,000 yen (for junior high school teachers)</p> <ul style="list-style-type: none"> <li>○ The monthly amount of the initial salary is determined based on academic and professional background within the amount range described above. Then salaries are raised according to work performance in the previous year, with April 1 used as the base date.</li> <li>○ For teachers (full-time teachers), the amount calculated by multiplying the monthly salary by 4/100 (adjustment for teachers) is added to the monthly salary in consideration of the special characteristics of the job, according to legal provisions. (No overtime allowances)</li> </ul> <p>(2) Dependent allowance: paid to staff members who have dependent family members</p> <ul style="list-style-type: none"> <li>○ Children (between March 31 of that academic year and the day when they turn 22 years old): 10,000 yen</li> <li>○ Dependent family members other than those above: 6,500 yen per person</li> <li>○ Children (from the first April 1 after they turn 15 years old to the end of the academic year in which they turn 22 years old): 5,000 yen added (For instance, if a staff member has a spouse and a child under 15 years old to support, 16,500 yen is offered as a dependent allowance.)</li> </ul> <p>(3) Housing allowance: paid to staff members who rent a house and pay a monthly rent over 12,000 yen; however, not paid to those living in official housing for the staff</p> <ul style="list-style-type: none"> <li>○ In case of the monthly rent is 23,000 yen or less: Monthly rent – 12,000 yen</li> <li>○ In case of the monthly rent is over 23,000 yen: (monthly rent – 23,000 yen) / 2 + 11,000 yen (up to 27,000 yen)</li> </ul> <p>(4) Commuting allowance: paid to staff members who commute by the public transportation or commute by their cars</p> <ul style="list-style-type: none"> <li>○ Those who take public transportation: Amount equivalent to the cost of a commuter pass (* If the cost of the commuter pass exceeds 78,000 yen, the amount calculated by multiplying the excess amount by 1/2 is added.)</li> <li>○ Those who use their vehicles: 2,000 yen to 55,600 yen according to the one-way distance from home to school</li> </ul> <p>(5) Unaccompanied duty allowance: paid to staff members who transfer their residence in association with personnel relocation and are obliged to live apart from their cohabiting spouse, and who are deemed to have difficulty commuting to work from the house where they lived immediately before the personnel relocation and make it a practice to live alone</p> <ul style="list-style-type: none"> <li>○ 30,000 yen + Additional amount according to the distance between the residences (up to 70,000 yen)</li> </ul> <p>(6) Area allowance: paid to staff members in consideration of the commodity prices and other factors in the area where they work</p> <ul style="list-style-type: none"> <li>○ (Salary + Supervisor's allowance + Dependent allowance) × 4.3/100 (In case of working at the Hiroshima prefectural government: × 7.3/100)</li> </ul> <p>(7) Terminal allowance: paid to staff members who are working on March 1, June 1, and December 1 on the respective payment days for terminal allowances</p> <ul style="list-style-type: none"> <li>○ (Salary + Dependent allowance + Area allowance + Additional amount) × Ratio according to the work period</li> </ul> <p>(8) Diligence allowance: paid to staff members who are working on June 1 and December 1 on the respective payment days for diligence allowances</p> <ul style="list-style-type: none"> <li>○ (Salary + Area allowance + Additional amount) × Ratio according to work performance × Ratio according to the length of working</li> </ul>

	<p>(9) Special allowance for teachers in charge of compulsory education: paid to educational staff members who work at a school</p> <ul style="list-style-type: none"> <li>○ Monthly amount: 2,600 yen to 7,100 yen (determined according to the monthly salary amount described in (1))</li> </ul> <p>(10) Special service allowance: paid to staff members involved in special services (For instance, a special service allowance of 3,600 yen is paid when staff members lead club activities on weekly days off for approximately four hours.)</p> <p>(11) Night/day duty allowance: paid to staff members who are ordered to be on night duty or day duty</p> <ul style="list-style-type: none"> <li>○ Ordinary night/day duty (less than five hours): 2,100 yen</li> <li>○ Ordinary night/day duty (five hours or more): 4,200 yen</li> <li>○ Night/day duty for noncurricular guidance to students (less than five hours): 3,600 yen</li> <li>○ Night/day duty for noncurricular guidance to students (five hours or more): 7,200 yen</li> </ul> <p>* Only major allowances are listed here. For allowances (2) to (5), notifications are required.</p> <p>(12) Payment date: Salaries and various allowances are paid on the 19th of each month; however, diligence allowances are paid on June 30 and December 10, and terminal allowances are paid on March 15.</p>
4. Retirement payment	<p>Retirement payment is paid according to the duration of working.</p> <ul style="list-style-type: none"> <li>○ Amount of the retirement payment: Monthly salary amount on the retirement date × Ratio according to the duration of working + Adjustment amount</li> </ul>
5. Travel allowances for going to a new post	<p>Travel allowances for going to a new post are paid according to regulations related to travel expenses for staff members.</p>
6. Working hours	<p>Basically 7 hours and 45 minutes a day (38 hours and 45 minutes a week)</p> <p>* Staff members may be ordered to be on night duty (approximately four days a month) and on day duty (approximately one day a month). (Prescribed allowances are paid.)</p>
7. Weekly days off, etc.	<p>(1) Weekly days off: Sunday, Saturday</p> <p>* When staff members are ordered to work on weekly days off to give lessons or attend school events, other weekdays compensate them.</p> <p>(2) Holidays: Holidays prescribed by the Act on National Holidays, year-end and New Year holidays (December 29 to January 3)</p>
8. Annual paid holidays	<p>(1) Number of days: Twenty days are given per calendar year. However, for those who are newly hired as staff members in the middle of a calendar year, the number of annual paid holidays is determined according to the work period in the relevant calendar year.</p> <p>(2) Carryover: If staff members have annual paid holidays left at the end of a calendar year, up to 20 untaken holidays can be carried over to the following calendar year.</p>
9. Special leave, etc.	<p>(1) Special leave: Paid leave allowed when it is considered that staff members should not work for special reasons (sick leave, maternity leave, leave related to caring for family members, leave for the funeral and mourning of relatives, summer vacation, etc.)</p> <p>(2) Other leave: Unpaid leave is allowed when it is considered that staff members should not work for reasons such as caring for family members and rearing of children (care leave, child-rearing support leave, etc.)</p>
10. Mandatory retirement system	<p>Staff members shall retire from work on the first March 31 after they turn 60 years old.</p>
11. Working rule	<p>Staff members shall follow the Hiroshima Prefectural School Staff Working Regulations.</p>
12. Training	<p>Based on the provisions of Article 39 of the Local Public Service Act, Article 9 of the Fundamental Act of Education, and Articles 21 and 22 of the Special Act for Education Personnel, the Hiroshima Prefectural Board of Education, a body with the power to appoint, plans and conducts various training programs targeting school personnel, and helps them acquire the knowledge and skills necessary to perform their duties through on-the-job (OJT) training programs.</p>

13. Social insurance	<p>Staff members shall be members of the Japan Mutual Aid Association of Public School Teachers as full-time general office employees (*1). They also may join the Hiroshima Prefecture Educational Personnel Mutual Aid Association.</p> <p>(1) Insurance, pension, etc.</p> <p>The members of the Japan Mutual Aid Association of Public School Teachers can receive welfare services as described below.</p> <ul style="list-style-type: none"> <li>- Medical insurance plan in case of suffering from an illness or injury (*2)</li> <li>- Long-term benefit plan to receive pensions in the future (*3)</li> <li>- Health care services, such as thorough physical checkups, various loan programs, etc.</li> </ul> <p>*1: Those who fulfill the requirements for family relationship and income may be certified as dependents through notifications.</p> <p>*2: Seventy percent of the medical expenses related to medical care covered by insurance shall be borne by the Japan Mutual Aid Association of Public School Teachers. (Thirty percent shall be borne by the individual.) In principle, this also applies to dependents.</p> <p>*3: The pension amount is determined according to salaries, service years, and other conditions. If staff members have joined pension plans in foreign countries, they shall receive pensions from pension systems (institutions) in the relevant foreign countries according to the period of participation in the pension plans there.</p> <p>As for those with foreign nationality from foreign countries that have not signed a social security agreement with Japan, the period of participation in pension plans in the foreign countries cannot be added to the participation period in Japan. However, they may claim lump-sum withdrawal payment if they meet certain requirements.</p> <p>(2) Deduction of pension and insurance premiums from salaries, etc.</p> <p>The expenses necessary for services provided by the Japan Mutual Aid Association of Public School Teachers shall be borne by its members and the operating body (Hiroshima Prefectural Government). The pension and insurance premiums borne by the members are deducted from their monthly salaries and terminal allowances.</p>
14. Accident compensation	<p>The Local Public Officers Accident Compensation Act applies to staff members. If they are recognized to have been affected by a disaster (injury, illness, disability, or death) during official duties or travel to and from work, they can receive compensation for damage caused by the disaster and welfare services. (It is necessary to follow the claim procedure to be recognized as such and receive compensation.)</p>
15. Other	<p>Child allowances are paid by the Hiroshima Prefectural Government through notifications.</p>

## 5. Date of the exam, exam venue, meeting time, etc.

### (1) Date of the exam

1 <sup>st</sup> Selection	2 <sup>nd</sup> examination (interview) on 4 <sup>th</sup> August, 2018
2 <sup>nd</sup> Selection	2 <sup>nd</sup> examination (interview) on 8 <sup>th</sup> December, 2018

### (2) Exam venue

Screening exam venue	Access
Hiroshima Prefectural Office (10-52 Motomachi, Naka-ku, Hiroshima-shi) Tel: +81-82-513-4927	3-minute walk from Kamiyacho-higashi Station or Kamiyacho-nishi Station on the Hiroshima Electric Railway 2-minute walk from Kencho-mae Station on the Astram Line 5-minute walk from Kamiyacho bus stop or Hiroshima Bus Center

(Note) Parking is not provided.

### (3) Meeting time and place on the exam date

The appointed meeting time and place are described on the exam admission card issued after the end of the application period.

### (4) Bringing on the exam date

Bring the following items on the exam date.

- Exam admission card
- Writing tools
- Envelope (*Chokei* 3 (120 mm × 235 mm) \* It is used to send the notice of screening test results.)  
\* The address, zip code, and addressee's (candidate's) name should be written on the envelope.
- Photo (Same photo as the one attached on the exam admission card. The examinee number and name should be written on the back of the photo.)
- Seal
- \* Those who are listed on the name list as a result of screening need to bring the items described in "10 (2) Bringing on the interview day" on page 8 of this guideline to the interview conducted after the screening test. For certain documents, it may take time to obtain them. Accordingly, you had better prepare for them in advance.

## 6. Details of the screening

2-step screening, the document screening and the interview will be done. The interview will be done for the candidates who passed the document screening. For those who marked "yes" for the need of additional support, the BoE will contact the candidates to confirm the necessary support.

### (1) 1<sup>st</sup> screening

Exam item	Exam method	Major evaluation items
Document screening	Screen based on the applied contents	<ul style="list-style-type: none"> <li>- Have a quality and ability as a teacher</li> <li>- Have an understanding of the IB philosophy and the education at HiGA</li> <li>- Have the teaching or training experiences in IB</li> </ul>

### (2) 2<sup>nd</sup> screening

Exam item	Exam method	Major evaluation points
Interview A	Individual interview 30 minutes	<ul style="list-style-type: none"> <li>- Have a strong understanding and passion for the missions, visions and values of Hiroshima Global Academy and the philosophy of the International Baccalaureate</li> <li>- Have facilitation skills to foster deep thinking among students and a high degree of expertise in their subjects, and are expected to conduct search-based learning</li> <li>- Have the motivation to continue research on and development of advanced education and keep on conducting such education</li> <li>- Have diverse perspectives and awareness as a global citizen</li> <li>- Have English proficiency equivalent to the requirements</li> </ul>
Interview B	Individual interview 20 minutes	<ul style="list-style-type: none"> <li>- Have a passion to be deeply involved in the learning, living, and well-being of students</li> <li>- Have the motivation to try to display leadership and actively work with team members with diverse backgrounds</li> <li>- Have educational affection for students, and a passion, enthusiasm, and responsibility for education</li> <li>- Have the will to deal with things voluntarily and more effectively</li> <li>- Can recognize their roles in an organization and build good human relations</li> </ul>

## 7. Screening policy and method

Only candidates who have gone through all exam items are eligible for screening. In the screening, candidates are comprehensively evaluated, taking into account their results on the exam items and the content of the exam items, based on the personality required of school personnel and the qualities and skills required of teachers of Hiroshima Prefectural Hiroshima Global Academy Junior and Senior High School. After the screening, those who will be listed on the name list of candidates for teachers of Hiroshima Global Academy are determined. However, those who have not reached a certain level of criteria in any of the exam items are not listed on the name list.

## 8. Notification of the screening exam results

- (1) As for the results of the 1<sup>st</sup> screening exam, the BoE will deliver the notification to the applicants on the following dates.

The date that the BoE delivers the 1 <sup>st</sup> screening result notification by mail.	1 <sup>st</sup> Selection	18 <sup>th</sup> July, 2018(Wed.)
	2 <sup>nd</sup> Selection	22 <sup>nd</sup> November 2018(Thu.)

\* If the applicants do not receive the notification 6 days after those dates, please contact the School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education.

- (2) As for results of the 2<sup>nd</sup> screening exam, the examinee numbers of the candidates listed on the name list of candidates for teachers of Hiroshima Global Academy will be published on the website of the Hiroshima Prefectural Board of Education (<http://www.pref.hiroshima.lg.jp/site/04file/>) (in Japanese) on the following dates.

The date that the BoE discloses the 2 <sup>nd</sup> screening result on Web.	1 <sup>st</sup> Selection	7 <sup>th</sup> September, 2018(Fri.) around 17:00
	2 <sup>nd</sup> Selection	21 <sup>st</sup> December, 2018(Fri.) around 17:00

\* The notification will be delivered to the applicants on the same day by mail. If the applicants do not receive the notification 6 days after those dates, please contact the School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education.

- (3) Candidates may request the disclosure of their screening exam results according to the provisions of Article 9 of the Hiroshima Prefectural Privacy Protection Ordinance (Hiroshima Prefectural Ordinance No. 53 of 2004). Concerning to the procedure, please refer the following web page:  
<http://www.pref.hiroshima.lg.jp/soshiki/6/1172054604288.html>

## 9. Validity period of the name list of candidates

The validity period of the name list of candidates for teachers of Hiroshima Global Academy is from the date of the result notification to March 31, 2020.

## 10. Interview of those listed on the name list and what should be brought to the interview

Those who are listed on the name list as a result of the 1<sup>st</sup> screening are required to attend the interview. The BoE will contact the applicants.

### (1) Interview venue

Interview venue	Access
Hiroshima Prefectural Office (10-52 Motomachi, Naka-ku, Hiroshima-shi) Tel: +81-82-513-4927	3-minute walk from Kamiyacho-higashi Station or Kamiyacho-nishi Station on the Hiroshima Electric Railway 2-minute walk from Kencho-mae Station on the Astram Line 5-minute walk from Kamiyacho bus stop or Hiroshima Bus Center

The details of the interview will be informed individually to those listed on the name list after the announcement of the screening results. Please note that parking is not provided.

### (2) Bringing on the interview date

Bring the following items on the interview date.

- Exam admission card    - Writing tools    - Seal
- Documents that prove your work experience, which will be used to determine the monthly salary (only for those who have work experience)

Documents to bring	Remark
<b>Certificate of Work Experience</b>	<p><b>&lt;The certificate is necessary if you worked for a national public body or local public body.&gt;</b>            The certificate (free format) must be certified by a person with appointive power. The certificate includes the same information as the Certificate of Employment as follows;            (For example) Copies of the personnel record recorded by the national or other local bodies, Certification of the work experiences in the free format including the record of the leave or nursery leave of absence.</p> <ul style="list-style-type: none"> <li>- Job specifications (If you worked as an educational staff member, it must be clarified whether your job required a teacher's certificate and whether it required subject teaching.)</li> <li>- Working status (It must be clarified whether you worked full-time or part-time, or working hours a week if you worked part-time.)</li> </ul>
<b>Certificate of Employment (Form 1)</b>	<p><b>&lt;The certificate is necessary if you worked for a private company.&gt;</b>            - The certificate should be created base on the notes for the Form.            - The certificate must be certified by the employer with the name of the employer and the company or the employer's stamp.            - Job descriptions must be stated specifically.            - If you worked as a teacher or an instructor at a private school or a national or public university, it must be clarified whether your job required a teacher's certificate and whether it required subject instruction.</p>
<b>Declaration of Employment (Form 2)</b>	<p><b>&lt;The certificate is necessary if you were self-employed.&gt;</b>            - The certificate should be created base on the notes for the Form.            - Attach a document (a record of joining employment insurance or social insurance, etc.) by which your employment can be objectively confirmed.            - If you cannot attach a document that objectively confirms your employment as described above, it must be confirmed by approximately three persons who are not your relatives, in principle. In such case, Form 2 must be filled out by each person.            - The persons who can confirm your employment mean the superiors or the colleagues who are confirmed working for that company by the attached documents. The attached documents should prove that the person is the superior or the colleague.</p>

- \* If you continue to work even after the date of certification, you must submit a document by which your work experience can be confirmed by having it verified again immediately after you leave your job. Meanwhile, those who will continue to work even in March 2019 after the date of certification must submit a certificate that confirms their work experience and that is certified on or after March 1, 2019, by Wednesday, March 7, 2019. (The certificate must include all registry records and the certification seal of the person with appointive power or the employer.)
- \* The fees for the issuance of a certificate and procedures must be borne by the candidate.



- Documents necessary to apply for a special teacher's certificate (for those who do not have a regular teacher's certificate for the school type and subject for which they are applying)

Document to bring	Remark
<b>Curriculum Vitae</b> (Form 3)	If you work as an educational staff member in Japan at the time of application, you must have your curriculum vitae certified by your immediate manager. Bring the certified curriculum vitae.
<b>Certificate of Professional Knowledge, Experience, or Skills</b> (Form 7-3)	If you work at a Hiroshima Prefectural school, the certificate must be certified by the principal of the relevant school. If you work at a school other than a Hiroshima Prefectural school or in a company, you must have the certificate certified by the establisher of the relevant school or company. Bring the certified certificate.
<b>Certificate that proves that the candidate has professional knowledge, experience, or skills related to the subject of which they will be in charge</b>	If you have a qualification certificate related to the subject that you are applying, bring the original certificate.
<b>Certificate of Physical Status</b> (Form 7)	The certificate must be certified by a doctor.
<b>Certificate of Graduation</b>	Certificate of graduation of the last school from which you graduated, such as a high school, university, or other educational institution
<b>Copy of an educational personnel certificate or certificate of conferment of an educational personnel certificate</b>	You must bring documents related to all educational teaching certificates that you have, regardless of the subject for which you are applying.
<b>Copy of your family register or Residence Card, etc.</b>	If the name and/or legal domicile provided in the certificates are different from the current name and/or legal domicile, you need to submit a document related to your family register, such as a copy of the family register in which the transfer of family register is recorded or an invalidated family registers.  Those who do not have the Japanese nationality must submit a copy of their Residence Card. If they do not have a Residence Card, bring a document, such as a passport, by which their nationality and name can be confirmed.
<b>Return envelope</b> ( <i>Kakugata 2</i> )	Write your name and address on the envelope, and put 450-yen worth of stamps on it.

\* The fees for the issuance of a certificate and procedures must be borne by the candidate.

## 11. Procedures for taking the exam

In principle, application should be made via the Internet. (Refer to "A: Online application via the Internet.")

If you do not have a PC or internet connection, make an application by bringing an application form in person or sending it by mail to the Hiroshima Prefectural Board of Education. (Refer to "B: Application by bringing an application form in person or sending it by mail.")

\* We recommend that you prepare for 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 (<http://www.pref.hiroshima.lg.jp/site/04file/>).

\* **Those who work at a school as a temporarily appointed staff member or a part-time instructor must not use a personal e-mail address allocated by the school or must not make an application through a PC of the school.**

### A: Online application via the Internet

#### (1) How to apply

After confirming the Application Guide (Hiroshima Global Academy) issued separately, make an application through the Hiroshima Prefecture Online Application System.

If you file an electronic application, you do not need to bring an application form in person or send it by mail. If your application is properly completed, an e-mail that includes a reference number and a password will be sent to the e-mail address registered by you. **Since this e-mail proves that your application has been filed, be sure to save it.**

Hiroshima Prefecture Online Application System:  
([https://s-kantan.com/pref-hiroshima-u/offer/offerList\\_initDisplay.action](https://s-kantan.com/pref-hiroshima-u/offer/offerList_initDisplay.action)) (in Japanese)

## (2) Application Period

Application Period	1 <sup>st</sup> Selection	From 8 <sup>th</sup> June (Fri.) to 6 <sup>th</sup> July, 2018(Fri.) until 17:00
	2 <sup>nd</sup> Selection	From 9 <sup>th</sup> October (Tue.) to 9 <sup>th</sup> November, 2018(Fri.) until 17:00

(Note) Access to the Hiroshima Prefecture Online Application System may be temporarily unavailable for system management.

## (3) Submission of the supporting documentation (optional)

Before taking the screening exam, you may submit the supporting documentation that introduces your past performance related to educational guidance (DVDs that introduce your lessons, research papers, educational guidance plans, etc.), if any, by bringing the documentation or sending it by mail to the following address. The submitted documentation will not be returned.

(Where to submit)

School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education (9-42 Motomachi, Naka-ku, Hiroshima-shi, 730-8514)

If sending the summary by mail, write “広島叡智学園教員採用試験自己PR資料在中” (Supporting Documentation for the Hiroshima Global Academy teacher screening exam) in red on the front side of the envelope.

(Period for submission)

Period of application	1 <sup>st</sup> Selection	From 8 <sup>th</sup> June (Fri.) to 6 <sup>th</sup> July, 2018(Fri.) until 17:00
	2 <sup>nd</sup> Selection	From 9 <sup>th</sup> October (Tue.) to 9 <sup>th</sup> November, 2018(Fri.) until 17:00

\*1 The delivered mails with the letter stamp before 6<sup>th</sup> July for 1<sup>st</sup> Selection and 9<sup>th</sup> November for 2<sup>nd</sup> Selection will be accepted.

\*2 If the applicants bring the documentation in person, the documentation will be accepted from 8:45 to 12:00, 13:00 to 17:00 on weekdays excluding public holidays.

## (4) Issue of exam admission cards

Exam admission cards will be uploaded on the Hiroshima Prefecture Electronic Application System in around mid July for the 1<sup>st</sup> Selection and mid November for the 2<sup>nd</sup> Selection. An announcement that informs you that your exam admission card has been uploaded will be sent to your registered email address. You are required to download it from the system. If you do not receive an email by Tuesday, 24<sup>th</sup> July, 2018 for the 1<sup>st</sup> Selection, Wednesday 28<sup>th</sup> November, 2018 for the 2<sup>nd</sup> Selection, please contact the School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education.

## (5) Other

**Please confirm what should be brought on the exam date, referring to “5 (4) What should be brought on the exam date” on page6 of these guidelines. You also need to bring the items described in “10 (2) Bringing on the interview date” on page8 of these guidelines to the interview held for candidates listed on the name list. For some necessary documents, it may take time to be issued. We recommend that you prepare for them in advance.**

## B. Application by bringing an application form in person or delivered by mail

\* Those who have filed an electronic application as described in “A: Online application via the Internet” must not bring an application form in person or send it by mail.

### (1) Request for the necessary documents for application

Please request the necessary documents for application for the School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education (9-42 Motomachi, Naka-ku, Hiroshima-shi, 730-8514), or download necessary forms from the website of the Hiroshima Prefectural Board of Education.

If you request the documents by mail, write “広島叡智学園教員採用試験実施要項請求” (Request for the guidelines for the Hiroshima Global Academy teacher screening exam) in red on the front side of the envelope and be sure to enclose a return envelope (*Kakugata 2* (33 cm × 24 cm)) on which 250-yen worth of stamps are put and your name and address with a zip code are clearly written.

### (2) Documents to submit (at the time of application)

Document to submit	Remark
Application form	A. Fill out the necessary information with a black ballpoint pen, referring to “3. How to fill out an application form” on page 8 of the Application Guide (Hiroshima Global Academy) issued separately. B. Affix a photo (taken within the last six months, dimension of 4.5 cm (H) x 3.5 cm (W), upper body, face forward, no hat, color, no background). Prepare one copy of the same photo, which should be affixed on the exam admission card that will be sent to you later.
Statement of purpose	A. Write your statement within the frame with a black ballpoint pen. B. As for those who need to take the certification exam for a special teacher’s certificate after being registered on the name list, the statement of purpose will be used as a statement of reasons for application for a special teacher’s certificate.
Supporting documentation (optional)	A documentation that introduces your past performance related to educational guidance (DVDs that introduce your lessons, research papers, educational guidance plans, etc.) may be submitted for taking the screening exam.

(Note) If the documents are incomplete, they may not be accepted.

### (3) Application period

Application Period	1 <sup>st</sup> Selection	From 8 <sup>th</sup> June (Fri.) to 6 <sup>th</sup> July, 2018(Fri.) until 17:00
	2 <sup>nd</sup> Selection	From 9 <sup>th</sup> October (Tue.) to 9 <sup>th</sup> November, 2018(Fri.) until 17:00

\*1 The delivered mail with the letter stamp before 6<sup>th</sup> July for 1<sup>st</sup> Selection and 9<sup>th</sup> November for 2<sup>nd</sup> Selection will be accepted.

\*2 If the applicants bring the documentation in person, the documentation will be accepted from 8:45 to 12:00, 13:00 to 17:00 on weekdays excluding public holidays.

### (4) Where to submit

School Personnel Division, Administration Department, Secretariat,  
Hiroshima Prefectural Board of Education  
(9-42 Motomachi, Naka-ku, Hiroshima-shi, 730-8514)

### (5) How to submit (points to note)

- A. When submitting application documents, write “広島叡智学園教員採用試験受験願在中” (Application for the Hiroshima Global Academy teacher screening exam) in red on the front side of the envelope (*Kakugata 2* (33 cm × 24 cm)).
- B. When submitting application documents by mail, be sure to send them by **simple registered mail** or delivery-certified mail.

### (6) Issue of exam admission cards

Exam admission cards will be sent to candidates. If you do not receive the exam admission cards by Tuesday, 24<sup>th</sup> July 2018 for 1<sup>st</sup> Selection and Wednesday, 28<sup>th</sup> November 2018 for 2<sup>nd</sup> Selection, please contact the School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education.

### (7) Other

Please confirm what should be brought on the exam date, referring to “5 (4) What should be brought on the exam date” on page 6 of these guidelines. You also need to bring the items described in “10 (2) What should be brought on the interview date” on page 8 of these guidelines to the interview held for candidates listed on the name list. For some necessary documents, it may take time to be issued. We recommend that you prepare for them in advance.

## 12. Other

- (1) As for this academic year, those who are working as a regular employee at a national, public, or private school or at an educational facility (\*4) in Japan cannot take this screening exam.

\*4: Here a regular employee at a national, public, or private school or at an educational facility refers to a principal, a vice-principal, a senior teacher, an advanced skill teacher, a teacher, a nursing teacher, a diet and nutrition teacher, a senior nutritionist, a chief nutritionist, a nutritionist, an instructor (a full-time instructor only), or an equivalent employee who works as a regular employee (excluding a fixed-term employee) at a school or educational facility described in (\*2) on page 2 of these guidelines.

- (2) Since teachers of Hiroshima Global Academy will be hired according to the vacancies of teachers in the relevant occupation type and subject (item/area) and other factors, all candidates listed on the name list of candidates for teachers of Hiroshima Global Academy will not necessarily be hired. In addition, if those expected to obtain an educational personnel certificate cannot obtain a certificate valid in the occupation type and subject for which they are applying, if candidates cannot obtain a status of residence necessary to work at a school, or if candidates provide false information in their applications, they will not be hired.
- (3) Candidates for the AY 2019 Teacher Screening Exam for Hiroshima Prefectural Hiroshima Global Academy may be contacted about appointment as a temporary appointed staff member or a part-time instructor, regardless of their screening results.
- (4) If the implementation of the screening exam on the date described in Section 5 on page 6 of these guidelines is difficult due to stormy weather or other unavoidable reasons, this will be announced on the website of the division described in “13. Contact.”

## 13. Contact

**School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education** (Hiroshima Prefectural Office East Building 5F, 9-42 Motomachi, Naka-ku, Hiroshima-shi, 730-8514)  
Tel: +81-82-513-4927 URL: <http://www.pref.hiroshima.lg.jp/site/04file/>  
e-mail: [kyouikukenshu@pref.hiroshima.lg.jp](mailto:kyouikukenshu@pref.hiroshima.lg.jp)