

Guidelines for FY 2017 Ginowan City ALT Applicants [Fill Openings]

1. Position

Assistant Language Teacher (ALT) at an elementary school or a junior high school in Ginowan City
**** This is a temporary position ****

2. Recruitment Period

February 7, 2017 ~ Until positions are filled

* The Board of Education accepts applications from 9:00 a.m. to 4:00 p.m. except Saturdays, Sundays and public holidays.

3. Qualifications/Requirements

(1) Possess legal residency and permitted to work (with no restrictions) in Japan.

For non-Japanese applicants

(2) College/university graduates with a bachelor's or an associate's degree

(3) A native speaker or a speaker of English as a second language or be able to communicate in English sufficiently

(4) Be able to follow Japanese teachers' instructions (including a teacher in charge, vice principal, and principal)

(5) Be willing to participate in school events and extracurricular activities

(6) Does not have any pending disciplinary or legal problems

4. Responsibilities

(1) Support for teaching English at an elementary school (or at a junior high school).

(2) Planning and preparing teaching plans & materials.

(3) Teaching English using a team-teaching method with homeroom teachers at an elementary school (or with English teachers at a junior high school).

(4) Co-operating with the Japanese teachers and school principal

5. Appointment Period (Each period noted below is subject to change)

<1st-period> April 6, 2017 (Thu) - July 20, 2017 (Thu)

<2nd-period> August 28, 2017 (Mon) - December 31, 2017 (Sun)

<3rd-period> January 1, 2018 (Mon) - March 23, 2018 (Fri)

* Appointment period may extend. (It will be determined by BOE in the end of each appointment period)

* Total Working days in a FY2017 (1st ~3rd periods combined) are approximately 211 days.

6. Working Conditions

(1) Working hours

Monday through Friday 8:15 a.m. - 5:00 p.m.

* Occasionally work on weekends depending on school events

* No school on Saturdays, Sundays, public holidays, Okinawa Memorial Day, year-end and the New Year holidays.

* The school principal may change the working hours stated above depending on school events.

* There will be no working days in a summer break period.

(2) Salary

Daily wage: 12,000 yen

Commuting allowance shall be provided according to the City Regulations.

(3) Paid leave (Annual and sick leave)

Paid leave shall be provided according to the City Regulations.

(4) Insurance, etc.

Unemployment insurance, social health insurance and pension fund shall be deducted from monthly salary.

* You must return your health insurance card (including your dependents') at the end of 1st & 3rd appointment period.

* August premium for social health insurance & employees' pension will be collected directly from your September salary along with the September premium. (2 payments in total)

* July and March premium for social health insurance & employees' pension will not be collected from your salary so you must buy other kind of health insurance and pension on your own (including your dependents') for those 2 months.

(e.g. National Health Insurance, National Pension)

7. How to Apply

(1) Documents to be submitted

a) FY2017 Ginowan City ALT/JTE Application Form

(The form designated by the City)

* Please use the attached application form (PDF file) or visit Ginowan city Board of Education.

b) Copy of diploma

c) Copy of passport (pages showing your photo and visa status)

d) Copy of Alien Registration Card or Resident Card

e) Copy of teacher's license or any other licenses or certifications related to English education

f) Reference (If you have)

g) Copy of driver's license (If you have)

(2) Submitting Destination

Ginowan City Board of Education, Guidance Section

(*On the second floor of Ginowan City Water Bureau Building)

Address: 〒901-2203 730 Nodake, Ginowan City, Okinawa Phone: 098-892-8289

* Please bring the documents required above to Ginowan city Board of Education. We will not accept the documents sent by postal mail, E-mail or Fax.

* Please give us a call before you bring the documents so we can arrange the time with the person in charge from guidance section of Ginowan city Board of Education.

8. Interview Date

February 27, 2017 (Mon)

(Interview time will be posted on our homepage along with your examinee's number)

* Each interview takes approximately 15-20 minutes.

* Please also prepare for a 3minute- trial lesson. The contents of the lesson should be intended for elementary school students. (You can choose a topic)

9. Interview Venue

Ginowan City Board of Education, Guidance Section

(*2nd floor of Ginowan City Water Bureau Building)

Address: 〒901-2203 730 Nodake, Ginowan City, Okinawa

Ginowan city Board of Education HP: <http://www.ginowan-okn.ed.jp/index.jsp>

平成29年度 宜野湾市臨時職員
外国人英語指導助手 (ALT)・日本人英語指導員 (JTE) 応募用紙
FY 2017 Ginowan City ALT・JTE Application Form

フリガナ/Katakana version of your name	性別 / Sex M / F	写真 Photograph taken in the last 3 months. Size: 3cm×4cm
氏名 / Name in full		
生年月日 / Date of birth	年齢 / Age ()	
連絡先 / Home address 〒		国籍 / Nationality
自宅電話番号 / Telephone number : 携帯電話番号 / Cell phone number:		メールアドレス / E-mail address

職歴 / Work experience		
勤務期間 / Period of employment	勤務先名 / Name of office	職務内容 / Job title and responsibilities
from 年 (Y) 月 (M)から to 年 (Y) 月 (M)まで		
from 年 (Y) 月 (M)から to 年 (Y) 月 (M)まで		
from 年 (Y) 月 (M)から to 年 (Y) 月 (M)まで		
from 年 (Y) 月 (M)から to 年 (Y) 月 (M)まで		
from 年 (Y) 月 (M)から to 年 (Y) 月 (M)まで		
from 年 (Y) 月 (M)から to 年 (Y) 月 (M)まで		
from 年 (Y) 月 (M)から to 年 (Y) 月 (M)まで		
学歴 / Educational background		
在籍期間 / Period of attendance	学校名 / Name of school	学位及び専攻名 / Degree and major
from 年 (Y) 月 (M)から to 年 (Y) 月 (M)まで		
from 年 (Y) 月 (M)から to 年 (Y) 月 (M)まで		
from 年 (Y) 月 (M)から to 年 (Y) 月 (M)まで		

免許・資格等 / License and other certifications	
OA 機器 ⑦か⑧に○を付けて下さい。()内の使える機能に○を付けて下さい。 Computer Skills (Circle ⑦ or ⑧. In a bracket, please also circle the functions you are able to utilize)	ワード： ⑦使える (入力・書式設定・各種機能) ⑧使えない Word Processing: ⑦ Can use (Data Input/Form Setting/ Various functions) ⑧ Can't Use エクセル： ⑦使える (入力・グラフ作成・計算式設定) ⑧使えない Excel: ⑦ Can use (Data Input/Graph Making/formulas/Variouas functions) ⑧ Can't Use その他： Other:
特技・才能 Any other skills and abilities	
志望の動機 / Please explain why you would like to apply for this position.	

現在の健康状態 Current Health Conditions (Circle your health conditions)	良 い Excellent	普 通 Good	悪 い Poor	その他 () Other ()
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通勤方法 / Means of commuting (Please circle.)	(徒 歩 ・ 公 共 交 通 機 関 ・ 自 家 用 車 ・ そ の 他) On foot ・ Public transportation ・ Privately owned car ・ Other
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扶養家族数 (配偶者を除く) / Number of dependents (excl. spouse)	配偶者の有無 / Marital Status Single / Married
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本応募用紙に記載した事項が全て事実であることを誓います。

I hereby certify that all the information I have written on this application form are true and correct to the best of my knowledge.

署名 / Signature _____



Inkan
(Seal Impression)

日付 / Date _____

..... 以下、記入不要 (Office Use Only)

委員会記入欄

受付日：平成 年 月 日 受付職員名： 受験番号：	【備考】
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