

THE 2012 JAPAN EXCHANGE AND TEACHING (JET) PROGRAMME

1. TYPES OF POSITIONS AND DUTIES

1) Types of Positions

(Note: Only ALT position is open to Singaporeans for this intake.)

ALT: Participants engaged in language instruction. ALTs are placed mainly in local boards of education or publicly run primary, junior high and senior high schools.

2) Duties

ALT: Participants who are mainly assigned to local boards of education or elementary, junior high or senior high schools are to carry out their duties as Assistant Language Teachers under the guidance of language teachers' consultants or Japanese teachers of the foreign language as specified by the supervisor and/or principal of the board of education and/or school. The following is a general outline of duties, though they may vary from one contracting organisation to another.

- (1) Assistance in foreign language classes taught in junior and senior high schools.**
- (2) Assistance in foreign language training activities, etc. in elementary schools.**
- (3) Assistance in the preparation of materials for teaching a foreign language.**
- (4) Assistance in the language training of teachers of a foreign language, etc.**
- (5) Assistance in extracurricular activities and club activities (See Note 4).**
- (6) Provision of information on language and other related subjects for people such as teachers' consultants and foreign language teachers (e.g. word usage, pronunciation, etc.).**
- (7) Assistance in foreign language speech contests.**
- (8) Engagement in local international exchange activities.**
- (9) Other duties as specified by the contracting organisation.**

2. ELIGIBILITY CRITERIA

Applicants must:

- (1) Be interested in Japan, and be willing to deepen their knowledge and appreciation of Japan after their arrival. Make effort to study or continue studying the Japanese language prior to and after arriving in Japan. Be motivated to participate in and initiate international exchange activities in the local community.
- (2) Be both mentally and physically healthy.
- (3) Have the ability to adapt to living and working in Japan.
- (4) Hold at least a Bachelor's degree or obtain such qualifications by the designated departure date (July 29 for Group A/B departure; April 11 for April-arrival applicants; or designated date for applicants arriving before Group A/B but after April). (ALTs may alternatively hold a certification of completion of a three-year course to teach at primary/elementary or secondary schools or obtain such qualification by the designated departure date (July 29 for Group A/B departure; April 11 for April-arrival applicants; or designated date for applicants arriving before Group A/B but after April).
- (5) Be a national (not just a permanent resident) of the country where the recruitment and selection procedures take place by the time they submit their application form. Those who possess dual nationality with Japan must renounce their Japanese nationality before submitting their reply form. Applicants who have dual nationality with countries other than Japan may only apply in ONE country.
- (6) Have excellent pronunciation, rhythm, intonation and voice projection skills in the designated language (See Note 6) in addition to other standard language skills. Have good writing skills and grammar usage.
- (7) Not have participated in the JET Programme since the 2009-2010 JET Programme year (inclusive of April 2009 arrivals) or for more than five years in total.
- (8) Not have declined a position on the JET Programme after receiving notification of placement in the last JET Programme year. (Exceptions may be made in cases where it is accepted that the participant had a valid, inevitable reason for withdrawing.)

- (9) Not have lived in Japan for six or more years in total since 2002.
- (10) Have a desire to proactively maintain relations with Japan, even after completion of the Programme.
- (11) Concerning the entry into Japan for participation in the JET Programme, agree to reside in Japan under the status of residence stipulated in Article 2-2 of the Immigration Control and Refugee Recognition Act.
- (12) Obey all Japanese laws.
- (13) Applicants with a suspended jail term must have finished their period of probation by the time they submit their application form.

In addition to the above, applicants from non-English speaking countries must:

- (14) Have a functional command of the English or Japanese language.

In addition to the above criteria, ALT applicants must:

- (15) Be interested in the Japanese educational system and particularly in the Japanese way of teaching foreign languages.
- (16) Be interested in working with children.
- (17) Be qualified as a language teacher or be strongly motivated to take part in the teaching of foreign languages.

※Although Japanese language proficiency is not one of the eligibility criteria for participation, certain evaluation is additionally given to applicants with high Japanese language proficiency during the screening process.

3. TERMS AND CONDITIONS

The terms and conditions of service will be determined by the contracting organisation which employs the participant. Though the terms and conditions in general are as below, they may differ by contracting organisation.

1) Length of Appointment – Working hours

In principle, appointments are for one year and commence on the day after the date of the participant's arrival in Japan. The duration of the appointment will be shorter in

cases where participants are unable to arrive in Japan on the designated A/B group orientation arrival dates and come at a later date.

Although the date of arrival is normally designated in July or August, applicants who indicate such on their application form may have the opportunity to participate on the Programme from April 11 or another date designated after April but before the designated Group A/B arrival and be placed in contracting organisations which need JET participants immediately. Notwithstanding the aforementioned, such applicants who cannot be placed for an April arrival will continue to be examined as candidates for a Group A/B arrival in July or August or for an arrival after April but before a Group A/B.

If a participant violates the rules determined by his/her contracting organisation, the appointment may be terminated prior to the end of the one-year period.

If both the JET participant and the contracting organisation are in agreement, the contracting organisation may reappoint the JET participant for an additional year, with two reappointments permissible in principle (allowing for a total of three years on the Programme). Also, if after careful consideration the contracting organisation deems the JET participant's work performance, level of experience and ability to be of an exceptionally high standard, they may choose to reappoint the JET participant an additional two times (altogether, five years).

For April arrivals and participants who arrive after April but before Group A/B, if both the JET participant and the contracting organisation are in agreement, the participant may have the option to first be reappointment to August, then for a period of one year in starting in August, with three reappointments permissible in principle (allowing for a total of three years and four months on the Programme). Also, if after careful consideration the contracting organisation deems the JET Programme participant's work performance, level of experience and ability to be of an exceptionally high standard, they may choose to reappoint the JET participant an additional two times (allowing for a total of five years and four months on the Programme).

Early termination of the appointment on the part of the participant adversely affects school and local government administration in addition to the overall implementation of the JET Programme itself. All participants are therefore required to fulfil their full terms of appointment.

Participants are expected to be at work approximately thirty-five hours a week, excluding lunch breaks. It is likely that participants will be required to work during normal Japanese office and/or general school hours, which are from 8:30 a.m. to 5:15 p.m., Monday through Friday. Generally, Saturdays, Sundays and Japanese national holidays are days off. However, there are cases in which extra hours are required before/after usual office and/or school hours, or where participants are required to work

on Saturdays, Sundays and Japanese national holidays. The number of paid holidays per year differs among contracting organisations, but all participants are allowed at least ten days.

2) Remuneration

Remuneration per annum is approximately ¥3,360,000 in the first year of appointment, ¥3,600,000 in the second year, ¥3,900,000 in the third year, and, in case the contracting organisation reappoints a participant whose work ability is deemed excellent more than 2 times, ¥3,960,000 in both the fourth year and the fifth year. In cases in which income and resident taxes are imposed (See Note 7), participants must pay these taxes from this remuneration. This remuneration is a sufficient amount to cover average living expenses in Japan. Remuneration will be made in monthly payments. Participants paying taxes in Japan must pay the remaining portions of resident taxes, etc. for the full year in one lump sum before leaving Japan upon completion of the JET Programme.

In Japan, joining the national social (health) insurance, contributing to the pension fund Programme and paying employment insurance are mandatory. A part of these costs are borne by the participant and deducted from the monthly post-tax remuneration each month on payday.

3) Side Job Prohibition

As a general rule, participants are prohibited from taking on any work other than that of this Programme for the duration of their appointment.

4. CONTRACTING ORGANISATION

Placement of participants shall be determined by CLAIR. Participants must sign terms and conditions with the organisation introduced by CLAIR. Placement for participants with special circumstances such as those listed below will be given special consideration. Please note, however, that actual placement may differ from that requested (requests from alternate applicants, April Arrivals, or those who arrive after April but before Group A/B may be especially difficult to accommodate). Only requests for special consideration regarding placement indicated on the application form will be taken into consideration.

Special requests may be considered for instances in which:

- ◆ A spouse applies at the same time.
- ◆ A spouse or other immediate family members already reside in Japan, and a move would be impossible or cause great hardship.

5. USE OF PERSONAL INFORMATION

The use of personal information submitted by applicants is limited to necessary use by the Japanese Embassy or Consulate General, Ministry of Internal Affairs and Communications, Ministry of Foreign Affairs, Ministry of Education, Culture, Sports, Science and Technology, CLAIR and contracting organisations including host prefectures/designated cities (See Note 8). Personal information will be used for such matters as placement, orientations, etc. It will also be used for any of the administrative matters listed below in cases of emergency or early termination of appointment.

- a) Replacement of participant in the case of early termination of appointment
- b) Settlement of insurance matters and financial discrepancies
- c) JET Accident Insurance contract/management matters
- d) Amendment of the list of JET Programme participants
- e) Response to an emergency situation
- f) Other procedures necessary for the smooth management of the Programme

6. TRANSPORTATION TO AND FROM JAPAN

(1) Travel and Other Expenses Related to Coming to Japan

Participants must arrive in Japan on the designated date (for information about departure dates, See Note 9) and flight. Except in unavoidable situations, such as on humanitarian grounds, participants who do not board the designated flight will be disqualified from the Programme.

The cost of transportation to the designated airports in the participants' home countries will be the responsibility of the participants.

Participants' contracting organisations will provide airline tickets from the airport designated in their home countries to Narita International Airport. Transportation costs from Narita International Airport to the Post-Arrival Tokyo Orientation venue, accommodation costs during the Post-Arrival Tokyo Orientation and transportation costs from the Post-Arrival Tokyo Orientation venue to the contracting organisation will be borne by the contracting organisation. It is for these reasons that in the case a participant withdraws his/her intent to participate in the Programme, or is disqualified, after receipt of placement, except in exceptional cases, such as on humanitarian grounds, he/she must pay related cancellation fees accrued (including those fees for housing in cases in which the contracting organisation has already made arrangements). Cancellation fees for airline tickets will differ depending on the date that cancellation of the ticket has been confirmed; the cancellation fee will be half the price of the airline ticket for a cancellation confirmed 15 to 30 days or more prior to the designated departure date and will be the full price of the airline ticket for a cancellation confirmed 14 days or less prior to the designated departure date. Participants may be

required to submit documents accordingly to prove “exceptional cases, such as on humanitarian grounds.”

(2) Participants Who Already Reside in Japan

Those residing in Japan prior to participation in the JET Programme are permitted to participate from within Japan. However, as status of residence changes are not permitted for those who entered Japan with the status “Temporary Visitor,” participants with such a status must return to their home country, carry out procedures to obtain a proper visa with the Japanese Embassy or Consulate General and enter Japan on the designated flight in order to participate on the Programme. Participants who reside in Japan with a residency status other than “Temporary Visitor” must confirm with the relevant Immigration Bureau of Japan office on whether a change in the status of residence will be permitted. In cases where it is not permitted, those participants must return to their home country, carry out the procedures to obtain the proper visa with the Japanese Embassy or Consulate General and enter Japan on the designated flight in order to participate in the Programme.

For participants who already reside in Japan, transportation costs from the designated airport or railway station to the orientation venue will be borne by their contracting organisations. However, expenses incurred from the participant’s home to the designated airport or train station will be borne by the participants. Participants who live within 100 kilometres of Tokyo will be responsible for all transportation costs to the orientation venue.

With regard to transportation from the orientation venue to their contracting organisations, participants must travel in a group with other participants who will be working in the same prefecture or designated city. Travelling separately is not allowed. These costs will be borne by the contracting organisation.

(3) Travel Expenses Home

All participants not seeking further appointment with their contracting organisations or employment with a third party in Japan after the conclusion of their appointment will have their one-way return air ticket paid for if they depart from Japan and arrive at the airport designated in their home country from which they originally departed within one month of completing their appointment.

Participants residing in Japan prior to the start of the Programme may also be eligible for their one-way return ticket for a designated international airport in their home country by meeting the conditions above.

(4) Repayment of Travel Expenses

JET Participants who violate terms and conditions by, for example, failing to complete the full duration of their appointment without due reason, or become disqualified through committing inappropriate acts after arriving in Japan, will bear

the full cost of travelling home. In addition, these participants must repay to their contracting organisation the cost of travel to Japan and other expenses incurred by the contracting organisation, including those costs for housing in cases in which the contracting organisation has already made arrangements.

(5) Dependent's Visa

Family members accompanying participants (spouse or children) must submit official documents which prove legal marriage or parent-child relationship, apply for and obtain a dependent's visa from the Embassy or Consulate General of Japan. Please note that only legal spouses and children are eligible for dependent's visas. A fiancé(e), common-law spouse, etc. is not eligible.

7. ACCOMMODATION

Participants will be provided with adequate housing information from their contracting organisations. The participant, not the contracting organisation, will be responsible for the housing contract and, as such, will subsequently be responsible for all housing costs incurred. Although the contracting organisation may handle the housing arrangements on behalf of the participant, all costs incurred must be borne by the participant.

In Japan, prior to moving in, several fees are incurred in addition to rent. These include *shikikin* (deposit), *reikin* (key money), real estate agency commission, and an advance payment of the first month's rent. All of these costs must be paid shortly after arrival in Japan. The total amount is typically the equivalent of two to six months' rent. Costs for maintenance and repair will be as specified in the housing contract.

8. ORIENTATION AND TRAINING

(1) Pre-departure Orientation

Prior to departure for Japan, successful candidates will receive written materials on the JET Programme along with Japanese language textbooks. Pre-departure orientations will take place at embassies and consulates of Japan prior to departure for Japan. All successful applicants must participate in these orientations.

Please note that there will be no pre-departure orientation for those participating from within Japan.

(2) Post-arrival Orientation

Comprehensive orientations, which include workshops on topics such as lifestyle in Japan and work duties, are organised by CLAIR, the Ministry of Education, Culture, Sports, Science and Technology and the contracting organisations. Participation in the post-arrival orientation is mandatory for all new participants.

Please note that there will be no post-arrival orientation for those participants who arrive after April arrivals but before Group A/B.

(3) Training

After arriving in Japan, JET Programme participants can enroll in the Japanese Language Courses offered by CLAIR.

Participants are also required to participate in mandatory training sessions instructed by CLAIR or other organisations.

9. AFTER COMPLETION OF THE PROGRAMME

JET participants are highly expected, after their participation, to play a role as a bridge between Japan and their home country in various fields. Former JET participants have founded alumni associations in their home countries/areas and in Japan, named "JET Alumni Associations" (JETAA).

JETAA carries out various activities at grass-root levels to promote friendships between Japan and the countries/areas they represent. JETAA members are involved in activities such as information exchanging, welcoming participants back to their home countries after completion of the JET Programme, introducing Japanese culture and publicising about education in Japan.

As of July 2011, there are 52 JETAA chapters all over the world and the combined number of members is approximately 24,000. After completion of the JET Programme, participants are strongly expected to share their post-JET Programme contact information with their nearest Embassy or Consulate-General of Japan, join a JETAA chapter and be actively involved in introducing Japan and publicising education.

10. APPLICATION PROCEDURE

Applicants who are Singaporean citizens must submit the following documents to the Embassy of Japan in Singapore by **2nd December, 2011**, addressing the application package to:

The 2012 JET Programme
Japan Information & Culture Centre
Embassy of Japan
16, Nassim Road, Singapore 258390

Early submission of applications and documents is encouraged. The submitted documents will not be returned. Please see the Instructions for Filling out the Application Form and Checklist for more detailed information on the content and

format of these documents. For enquiries, please email: infoculture@sn.mofa.go.jp or call Tel: 6733-3957.

Document	Original	Copy
1) Application Form	1	2
2) Self Assessment Medical Report	1	2
3) Letters of Reference from two referees in Japanese or English (If you have not graduated yet, one of the referees must be someone related to the university and must contain a reference to your expected date of graduation.).	2	2 each
4) Certified record/transcript of all college/university courses	1	2
5) Essay (Statement of Purpose) (The Essay format is typed, single-sided, double-spaced on A4 paper (210mm x 297mm) / or letter-sized paper (8.5 in x 11 in) paper, not exceeding two pages. This page limit must be strictly observed.).	1	2
6) Certification of Graduation from college or university (If you have not graduated yet, you must submit a certificate of expected date of graduation or proof of current attendance in a degree course.).	1	2
7) Document which shows your nationality (passport, etc.)	0	3

Applicants who indicate on their application an interest in an April departure, or for early departure after April but before Group A/B, must submit the following documents with their application. If, for unavoidable reasons, the applicant is unable to submit these documents at the time of application, they must be submitted no later than the end of February to the Embassy or Consulate General of Japan where he or she will be interviewed.

8) Criminal Record In the case the applicant is unable to obtain his/her criminal record by the time of the application, a document proving application of the record will be accepted. In this instance, the criminal record itself must then submitted by the end of February. Please see Note 11 (2) regarding obtaining a criminal record.		
	<u>1</u>	<u>0</u>
9) Certificate of Health (form provided)	<u>1</u>	<u>0</u>

Applicants who stated they have a criminal record in the application form must submit the above document 8) by the end of February at the latest (if possible, at the time of application).

NOTE: An 'original' copy of an educational certificate refers to a certified true copy by the issuing authority. 'Copy' refers to a photocopy of the certified copy.

11. NOTIFICATION OF PLACEMENT AND DISQUALIFICATION

Short-list candidates:

Applicants who have passed the second stage of the screening process at the embassy or consulate and have received notification from the Ministry of Foreign Affairs that they are scheduled for placement.

Alternate:

Applicants who have passed the second stage of the screening process but are not selected for the short list. (Alternates will be moved to the short-list when short-list candidates turn down a position; therefore the number of alternates to be upgraded to the short-list will depend on the number of candidates who decline a posting until the second week of December.)

Participant:

Short-list candidates who agree with participation by sending in the Reply Form and whose contracting organisation has been determined.

(1) Notification of Placement:

Once a short-list candidate (notification will be made by the Ministry of Foreign Affairs in April) has agreed to participate by submitting the Reply Form, CLAIR will assign the candidate to a contracting organisation. In May 2012, after the contracting organisation has been decided, the Ministry of Foreign Affairs, through its embassies and consulates, will notify the candidate of the contracting organisation in which he or she has been placed. An unofficial Notice of Appointment, the terms and conditions of employment, and other materials such as a brochure about the locality will be sent directly from the contracting organisation to the participant.

(2) Submission of criminal record and health certificate

(a) In principle, all the short-list candidates and alternates must obtain and submit their criminal records and certificates of health to the Japanese Embassy or Consulate General where they were interviewed prior to arriving in Japan. Short-list candidates and alternates who fail to submit these documents by June 28, 2012 without sufficient reason may be disqualified. However, those who stated they have a criminal history at the time of application must submit their criminal record by the end of February at the latest (if possible at the time of application).

All short-listed candidates and alternates, as well as all applicants who stated they have a criminal history at the time of the application, must submit a criminal record as follows. Certain types of crimes as indicated on the criminal record may disqualify the candidate indicated in (3) below.

(i) A criminal record covering a period of at least five years must be submitted. If,

due to institutional restrictions, a five-year criminal record is not obtainable, a criminal record covering as many years as possible must be submitted.

- (ii) In principle, a criminal record issued by of the state/provincial government of the applicant's current state/province of residence must be submitted. However, in the case it is easier to obtain a criminal record issued by the federal government, a criminal record issued by the federal government will be accepted.**
- (iii) If an applicant submits a criminal record issued by the state/provincial government of the state/province in which he/she lives that only contains criminal history information of that particular state/province, and the applicant has lived in another state/province of the same country for a period of 12 consecutive months during the preceding five years, the applicant must additionally submit a criminal record from the other state/province as well. If a criminal record issued by the state/provincial government where the applicant lives contains criminal history information of the country as a whole, including other states/provinces, submission of additional criminal records issued by other state/provincial governments is not necessary.**
- (iv) Applicants who have lived in another country for at least 12 consecutive months during the preceding five years must submit a criminal record from that country as well.**
- (v) Applicants who have lived in Japan in the preceding five years are not required to obtain a criminal record issued by the Japanese government.**

(b) As mentioned in the above 10, applicants for April arrival or early arrival after April but before Group A/B will need to submit their criminal record and certificate of health to the Japanese Embassy or Consulate General at the time of application. Those who are unable to submit these documents together with the application form will need to submit them to the Japanese Embassy or Consulate General where they will be interviewed no later than the end of February, 2012. The Japanese Embassy or Consulate General will notify the status of those who have qualified as short-list candidates and who have already submitted all required documents, and make notification to short-list candidates whose placement has been decided, by the second week of March. Short-list candidates must submit the Reply Form to the Japanese Embassy or Consulate General where they were interviewed after receiving notification of their short-list candidate status as soon as possible. Those who are unable to submit their criminal record and certificate of health by the end of February should submit them as soon as possible. Those qualified who have submitted all required documents may early arrive before normal designated date of arrival.

If it becomes clear that there is some factor restricting a short-list candidate's ability to fulfil the duties of the JET Programme, or if a contracting organisation cannot

be found for the said applicant, placement will not take place. If it is determined that the factors which hindered the candidate's ability to perform the duties of the job no longer exist, the candidate will be exempt from the first stage of the screening process for the following year if he or she wishes to re-apply.

(3) Reasons for Disqualification:

A short-list candidate or participant may be disqualified without warning for any of the following reasons:

- a) When a participant has committed an inappropriate act or there is substantial reason to believe that a participant is likely to commit an inappropriate act.
- b) When the candidate's application documents contain false statements.
- c) When it is determined that a candidate's criminal history renders him/her unsuitable for participation in the JET Program. In principle, this includes conviction for such crimes as DUI (driving under the influence of alcohol and/or drugs), as well as actions related to DUI that may occur after submission of the application. Additionally, other actions related to drug or sex crimes, crimes against children, including those for which the applicant has not been found guilty, may be grounds for disqualification.
- d) When the Reply Form, Certificate of Health, or other required forms are not submitted by the set deadlines.
- e) When short-list candidates having dual nationality with Japan have not renounced their Japanese nationality before the Reply Form submission deadline.
- f) If it becomes clear at a later date that the candidate or participant does not meet the eligibility criteria due to some reason attributable to the candidate him or herself.

12. SCHEDULE FROM APPLICATION TO DEPARTURE

2nd December, 2011	Application deadline
January, 2012	First stage of screening process (written applications)
February	Second stage of screening process (interviews)
March	Announcement of short-list status for April Arrivals Notification of selection and placement for April Arrivals
April	Announcement of short-list candidates and alternates
Mid-April	April Arrivals arrive in Japan and start of appointment
April	Arrival at any designated time in Japan of Early Arrivals and start of appointment
May	Notification of selection and placement
May – The second week of December	Notification of alternates being upgraded to the short-list

June - July	Pre-departure orientation, preparation, etc.
5th August, 2012	Arrival in Japan and start of appointment

13. COURT JURISDICTION AND GOVERNING LAW

With regard to the recruitment and application procedures, the Tokyo District Court has exclusive jurisdiction for all legal matters. The governing law will be Japanese law.