

# Local Government Officials Training Program in Japan

## Trainee Application Form

|   |
|---|
| Photograph<br><br>(Taken Within the<br>Past 3 Months)<br><br>4cm high ×<br>3cm wide |
|---|

## ① Applicant Name

- Please type or print your name in the standard alphabet format

\_\_\_\_\_  
Name as it appears officially in your passport

\_\_\_\_\_  
Surname (Family Name)

\_\_\_\_\_  
Given Name(s)

## ② Nationality

\_\_\_\_\_

## ③ Sex

☐

Male

☐

Female

✓ Check the appropriate box.

## ④ Date / Place of Birth

Date: \_\_\_\_Yr/ \_\_\_\_Mon/ \_\_\_\_Day      Place: \_\_\_\_\_

## ⑤ Dietary Restrictions:

(Including those relating to religious reasons)

## ⑥ Marital Status

☐

Married

☐

Single

✓ Check the appropriate box

## ⑦ Occupation (Please clearly type or print your employer's full contact details in English)

|                                |                            |  |  |
|--------------------------------|----------------------------|--|--|
| Workplace                      | Department                 | Provincial / Municipal Government Name |  |
| Work Address                   | Postal Code                |  |  |
| Your Position/<br>Title        |                            |  |  |
| Work Telephone                 | (Mobile)                   | Fax Number                             |  |
|                                |                            | E-mail                                 |  |
| Contact Person<br>(Supervisor) | (Position/Title)<br>(Name) | Telephone                              |  |
|                                |                            | Fax Number                             |  |

## ⑧ Home Address

Full home address, telephone number, and contact information in your home country in case of an emergency.

|                                  |                      |          |         |
|----------------------------------|----------------------|----------|---------|
| Home Address                     | Postal Code          |          |         |
| Home Telephone                   | Fax number           |          |         |
|                                  | Your Personal E-mail |          |         |
| Emergency Contacts<br>(2 people) | Name                 | Relation | Tel/Fax |
|                                  | Name                 | Relation | Tel/Fax |

- ⑨ Do you have a passport? ☐ Yes ☐ No ☒ Check the appropriate box.

|                    |  |                   |  |
|--------------------|--|-------------------|--|
| Passport Number    |  | Date of Issue     |  |
| Date of Expiration |  | Issuing Authority |  |

- ⑩ Have you ever been to Japan? ☐ Yes ☐ No ☒ Check the appropriate box.  
(If yes, please indicate when, where, and why)

|  |
|--|
|  |
|--|

- ⑪ Educational Institutions Attended:

| Name of Institution | Dates Attended | Specialization | Qualification(s) Earned |
|---------------------|----------------|----------------|-------------------------|
|                     |                |                |                         |
|                     |                |                |                         |
|                     |                |                |                         |

- ⑫ Qualifications (Please indicate if you have any special language qualifications, etc)

| Type of Qualification | Date Received |
|-----------------------|---------------|
|                       |               |
|                       |               |
|                       |               |

- ⑬ Work Experience

| Dates | Employer | Position / Description of Work |
|-------|----------|--------------------------------|
| ～     |          |                                |
| ～     |          |                                |
| ～     |          |                                |
| ～     |          |                                |
| ～     |          |                                |

- ⑭ Have you received any overseas training before? ☐ Yes ☐ No ☒ Check the appropriate box.

| Country/Host Organization | Training Period | Contents of Training (Please be specific) |
|---------------------------|-----------------|---|
|                           | ～               |   |
|                           | ～               |   |

⑮ Details of Desired Field of Training

(1) Please provide a detailed description of your **work experiences** focusing on aspects relating to your desired field of training in Japan. (If the space provided is insufficient, please use additional sheets of paper.)

**(2) Desired Field of Training :**

Please indicate your desired field of training as well as detailed, specific reasons for your application.  
(If the space provided is insufficient, please use additional sheets of paper.)

- (i) Focusing on your desired field of training, please outline the current situation and pressing issues that must be addressed in your local government.
- (ii) Please indicate specific details of what you would like to learn while in Japan. Please include details of institutions you would like to visit, events you would like to attend, technologies you would like to study, etc.
- (iii) Please indicate how you would apply what you have learned in Japan to your work upon returning to your home country.

⑩ Experience in Desired Field of Training (Please summarize item (1) of section ⑮ )

| Dates | Details of Experience |
|-------|-----------------------|
| ~     |                       |
| ~     |                       |

⑪ Language Ability ☒ Check the most appropriate response

|           | Japanese  | English   |
|-----------|---|---|
| Listening | <input type="checkbox"/> None<br><input type="checkbox"/> Greetings<br><input type="checkbox"/> Daily Conversations<br><input type="checkbox"/> Can understand Japanese radio or TV<br><input type="checkbox"/> No trouble understanding native speakers                                | <input type="checkbox"/> None<br><input type="checkbox"/> Greetings and basic sentences<br><input type="checkbox"/> Simple daily conversations<br><input type="checkbox"/> Basic explanations<br><input type="checkbox"/> News, speeches, debates                                   |
| Speaking  | <input type="checkbox"/> None<br><input type="checkbox"/> Greetings<br><input type="checkbox"/> Daily Conversations<br><input type="checkbox"/> Expressing opinions about general topics<br><input type="checkbox"/> No trouble communicating at all                                    | <input type="checkbox"/> None<br><input type="checkbox"/> Greetings and basic sentences<br><input type="checkbox"/> Simple daily conversations<br><input type="checkbox"/> Basic explanations<br><input type="checkbox"/> Expressing opinions without difficulties                  |
| Reading   | <input type="checkbox"/> None<br><input type="checkbox"/> Hiragana <input type="checkbox"/> Katakana<br><input type="checkbox"/> Some Chinese characters (____characters)<br><input type="checkbox"/> Simple newspaper articles<br><input type="checkbox"/> Advanced newspaper articles | <input type="checkbox"/> None<br><input type="checkbox"/> Simple sentences with dictionary<br><input type="checkbox"/> Letters, etc without dictionary<br><input type="checkbox"/> Simple newspaper articles<br><input type="checkbox"/> Advanced newspaper articles                |
| Writing   | <input type="checkbox"/> None<br><input type="checkbox"/> Hiragana <input type="checkbox"/> Katakana<br><input type="checkbox"/> Some Chinese characters (____characters)<br><input type="checkbox"/> Simple sentences<br><input type="checkbox"/> Expressing opinions                  | <input type="checkbox"/> None<br><input type="checkbox"/> Simple sentences with dictionary<br><input type="checkbox"/> Letters, etc without dictionary<br><input type="checkbox"/> Short paragraphs on general topics<br><input type="checkbox"/> Summaries and expressing opinions |

⑫ Language Learning (Please type or print in detail)

| Language                                | Period/Frequency of Study | Method/Content of Study | Institution | Qualification(s) Earned |
|---|---------------------------|-------------------------|-------------|-------------------------|
| Japanese                                |                           |                         |             |                         |
| English                                 |                           |                         |             |                         |
| Languages other than your mother tongue |                           |                         |             |                         |

⑪ Period Available for Training 15 May 2016 ~ \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

\* Training is between 6 to 12 months. The exact length of your stay in Japan will be decided by your host institution upon consideration of your individual circumstances.

I hereby apply for the position of “Trainee” with the attached Written Pledge and Medical Checkup Sheet. I pledge that the above stated information is true and factual.

\_\_\_\_Day \_\_\_\_Month \_\_\_\_Year

Signature of Applicant \_\_\_\_\_

-----  
(To be filled out by the applicant’s supervisor)

I hereby certify that the above Application Form and Medical Checkup Sheet are accurate. I also believe the applicant to be a suitable candidate for this training program, and recommend the applicant wholeheartedly.

\_\_\_\_Day \_\_\_\_Month \_\_\_\_Year

Name of Organization

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Tel

Fax

\_\_\_\_\_

Name of Department Head

\_\_\_\_\_

Signature of Department Head

\_\_\_\_\_