

This is a sample. Use the original to fill in your details.

履 歴 書（教員用）

(Date)

			Sex	印	Photo 4 x 3 cm ※ Full face, no hat, plain background
Name	Family Name	Given name	M・F		
Date of Birth	(Age)		Nationality		
Address	● Official address 〒				
	TEL ()				
Other address	● Temporary address 〒				
TEL	● Please give mobile phone number for use in emergencies				
E-mail					
Academic Credentials	MA	Field	University	Date of Receipt of Degree	
		Dissertation Title			
	PhD	Field	University	Date of Receipt of Degree	
		Dissertation Title			

Some of this information is duplicated on the next page, but this page is handled separately so please be sure to fill in all the necessary information on both pages. Add more lines if necessary.

The following pages are in the format determined by MEXT (Ministry of Education) in 2010.
Please look at the examples below when filling in the information.

Curriculum Vitae					
フリガナ		Sex	M F	Date of Birth	(Age)
Name				(Age)	
Nationality			Present Address		
Basic Monthly Salary	Not applicable				
Education					
Starting from entry to university, put date of entry, graduation (withdrawal, completion) for each institution, with one entry on each line for each item. Give all institutions and graduate schools up to present.					
Month/Year	Details				
Sep. 19XX	Entered XX University, Department of XX				
June 19XX	Graduated XX University, Department of XX				
June 19YY	Obtained Junior High School Teaching License				
Sep. 19ZZ	Entered ZZ University Graduate School ZZ Department MA Course				
June 19ZZ	Completed ZZ University Graduate School ZZ Department MA Course				
Sep. 19ZZ	Entered ZZ University Graduate School ZZ Department PhD Course				
June 20ZZ	Completed ZZ University Graduate School ZZ Department PhD Course				
If you completed the doctoral course credits but not the dissertation, write ABD					
If you completed the doctoral course and were awarded a doctorate, give the title of your dissertation.					
Include any licenses that you obtained (teaching license, etc.)					
Employment History					
Month/Year	Details				
Sep. 20AA	AA University, AA Department		Part-time (until June 20AA)		
Sep. 20 BB/	BB University, BB Department		Part-time (until June 20AA)		
Apr. 20CC	CC University, CC Department		Part-time (until Mar 20CC)		
Apr. 20DD	DD University, DD Department		Part-time (still employed)		
Apr. 20EE	EE University, EE Department		Full-time, Assistant Professor (until Mar 20EE)		
Apr. 20FF	FF University, FF Department		Full-time, Associate Professor (still employed) (English Linguistics, TOEIC, TESOL)		
Enter from earliest to latest					
Mark the starting and ending date clearly					
Mark clearly whether your position is part-time or full-time					

Academic Association and Societal Activities			
Academic Association Membership			
Month/Year	Details		
Apr. 19GG	JALT (Japan Association of Language Teaching) (continuing)		
Apr. 19GG	TESOL (Teaching English to Speakers of Other Languages) (continuing)		
Apr. 19GG	JACET (Japan Association of College English Teachers) (until Mar 2011)		
① Include main associations related to your field ② Put “continuing” or date of leaving in parentheses. ③ Put title of any office held in any national or local organizations, together with term of office.			
Awards or Penalties			
Month/Year	Details		
Mar. 19HH	HHH Prize		
Jan. 20HH	HHH Commendation		
Present Employment Situation			
Place of Work	Title	Name of Department/Center	Subjects taught
			For university teachers, give subjects taught, offices held
Employment Situation after Establishment			
Place of Work	Title	Name of Department/Center	Subjects taught
The above details are correct.			
Date		Name Stamp	

Educational Contributions, Publications		
Date:		
Name		Stamp
Field of Research	Keywords for Research	
Information related to teaching ability		
Details	Date	Outline
1 Actual examples of teaching methods	Apr. 2011-2012	Not needed for part-time teachers
2 Books written, materials created		
3 Evaluation from university regarding value as educator		Details of evaluation received when employed Student evaluation of classes
4 Comments regarding persons with practical experience		Guidance given to interns from universities Open lectures given at universities
5 Other		Writing questions for national examinations Recognition of educational activities Intra-company activities related to university education

Information related to job achievements				
Details		Date	Outline Not needed for part-time teachers	
1 Qualifications, licenses				
2 Patents, etc.				
3 Comments regarding persons with practical experience				
4 Other				
Publications				
Title of Book or Academic Paper	Single/co-authored	Date of Presentation or Publication	Publisher, Journal, or Academic Conference	Summary
(Book)				
1	Single	March 2007		
2	Co-authored	December 2011		(Name 1, Name 2, pp.9-31) (Names of co-authors. Location in book)
3				
(Academic Paper)				
1			(pp.78-91) (Location in Journal)	
2	Co-authored		(pp.113-147) (Location in Journal)	(Name 1, Name 2,) (Names of co-authors)
3				

