

# Local Government Officials Training Program

## Guidelines for the Application and Other Forms

### 1. Trainee Application Form (Attachment 1)

Type or print in Japanese or English. Each applicant must fill out the application by him or herself.

① Applicant Name

Write your name as it is written officially in your passport. Then write your name again to clarify which are your given and family names.

② Nationality

Write your nationality shown in your passport.

③ Sex

Check the appropriate box.

④ Date / Place of Birth

Write your date of birth in the order of year / month / day. Write your place of birth as it appears on your birth certificate.

⑤ Dietary Restrictions

Please list any foods you cannot eat (including those due to medical or religious reasons).

⑥ Marital Status

Check the appropriate box.

⑦ Occupation

· Please write full contact details of your workplace, including a valid mailing address (municipality, district/region/state and country) as the host institution and CLAIR will be getting in touch with you via post should you be selected to participate in the program.

· Please indicate your current position/title and job type.

(e.g. clerical staff, engineer, researcher, curator, teacher, etc)

· In case CLAIR needs to contact you before your arrival in Japan, please include your direct telephone/mobile phone and fax numbers as well as your work E-mail address.

· In the event you are unable to be contacted, please list a workplace contact person (preferably your supervisor) along with their name, position/title, telephone and fax numbers.

⑧ Home Address

Please accurately type or print your current home address and telephone/fax number. In case of an emergency, please include contact details of two family members or friends from your home country.

※ Your host institution will be in touch with you as soon as your placement is decided. They will request a series of documents that are necessary to process your visa application. It is vital that we are able to get in touch with you at short notice, so please ensure that you provide full, accurate and up-to-date contact information.

⑨ Do you have a passport?

Check the appropriate box. If you already have a passport, include a copy of the personal information page. If you do not have a passport, you must apply for one immediately upon notification of acceptance as a trainee.

⑩ Have you ever been to Japan?

Check the appropriate box. If you have visited Japan before, include all details (study abroad, work, etc.) of your visit(s).

⑪ Educational Institutions Attended

Please fill out the section in chronological order.

⑫ Qualifications

If you have any language qualifications, be sure to include them.

⑬ Work Experience

Describe past work experiences in chronological order. Include the dates and positions held.

⑭ Overseas Training

Check the appropriate box. If you have had overseas training experience, fill out where you were posted, for how long, and details of the training you received.

⑮ Details of Desired Field of Training

- For section (1), indicate the field of study that you wish to pursue as a trainee such as environmental management, sewerage treatment, tourism promotion, etc. Then, indicate details of the reasons for your desire to pursue that field of study.
- For section (2), provide a detailed and concrete explanation of your previous work experience in the field of study that you wish to pursue as a trainee.
- **Your explanation will be used by the host institution to determine a suitable course of study for you during your stay. For this reason, please be specific about what you want to learn, what issues you wish to tackle in your home workplace, and how the training will benefit your home local government.** Please use additional sheets of paper if the space provided is insufficient.

⑯ Experience in Desired Field of Training

Please briefly summarize item (2) of section ⑮

⑰ Language Ability

Please check the most appropriate description of your English AND Japanese language abilities. This information is very important for determining your host institution.

※ **Please be honest about your level of language ability. In the past, some trainees have overestimated their abilities, and this has resulted in difficulties not only for their host institution, but also for the individual. Inflating your ability will make it more difficult for you to be placed in a suitable host institution and therefore is to your disadvantage.**

⑱ Language Learning

Please provide all the necessary details concerning the extent of your past language learning in English, Japanese, and/or any other foreign language(s) you have studied.

※ These details will be used to help determine which Japanese class you will take and which textbooks you will be provided with. Therefore, please give a clear, detailed statement regarding the extent of your previous language learning experience.

⑲ Period Available for Training

Host institutions will decide the exact length of your stay in Japan as a trainee. However, they will of course take into consideration your individual circumstances. Please fill in either the period set by your host institution (if known), or the period that you are able to train for (between 6 to 12 months). Please note that the start date is **non-negotiable.**

## 2. Medical Checkup Sheet (Attachment 3)

In past years, some trainees' stay in Japan has been disrupted because they failed to report past (13) and chronic (14) illnesses truthfully. Trainees are covered by basic overseas travel insurance, but will be personally responsible for costs if their medical checkup sheet is not accurate. If there are any changes to your condition as stated in this document between the submission date of your medical checkup sheet and your day of arrival in Japan, please contact CLAIR immediately as you may also be held responsible for medical costs. Also, please make sure to report any allergies or dietary restrictions in sections (15) and (16).