

# Local Government Officials Training Program in Japan Trainee Application Form

Photograph (Taken Within the Past 3 Months)  4cm high × 3cm wide
---

① Applicant Name

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

JOHN BROWN

Please clarify the order of you name as it appears officially in your passport.

BROWN / JOHN

Surname (Family name)

Given Name(s)

② Nationality

Canadian

③ Sex

Male

Female

✓ Check the appropriate box.

④ Date / Place of Birth Date: 1982 Yr/ Jun Mon/ 11 Day Place: ○○○○○

⑤ Dietary Restrictions: Allergic to nuts; cannot eat pork or beef for religious reasons  
(Including those due to medical or religious reasons)

⑥ Marital Status

Married

Single

✓ Check the appropriate box

⑦ Occupation (Please clearly type or print your employer's full contact details as the host institution and CLAIR will be getting in touch with you **via post** should you be selected to participate in the program.)

Workplace	Department Planning Division	Provincial / Municipal Government Name Newbridge City Council	
Work Address	Postal Code 111-111 1 Main Avenue, Newbridge Main Province, Canada		
Your Position/ Title	2 <sup>nd</sup> Secretary	Legal Officer	
Work Telephone	01-2345-6789	Fax Number	01-111-2222
	(Mobile) 012-345-678	Work E-mail	abc@newbridge.gov.ca
Contact Person (Supervisor)	(Position/Title) Division Manager	Telephone	01-1122-3344
	(Name) Mary Supervisor	Fax Number	01-2222-3333

⑧ Home Address

Full home address, telephone number, and 2 contact persons in your home country in case of an emergency

Home Address	Postal Code 111-222 2 Suburban Street, Newbridge South Main Province, Canada		
Home Telephone	01-9876-5432	Fax number	01-9876-1234
		Your Personal E-mail	home@hotmail.com
Emergency Contacts (2 people)	Name Bob BROWN	Relation Father	Tel/Fax 01-5434-5434
	Name Mia TANAKA	Relation Friend	Tel/Fax 07-9876-6789

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

Passport Number	A1234567890	Date of Issue	April 1, 2010
Date of Expiration	March 31, 2020	Issuing Authority	Passport Canada

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

I visited Japan on a personal trip from January 30 to February 6, 2001. I traveled to Tokyo, Osaka, and Kyoto.
---

- ⑪ Educational Institutions Attended (in chronological order)

Name of Institution	Period Attended	Specialization	Qualification(s) Earned
ABC High School	Apr. 98' ~ March 01'	General Studies	Diploma
XYZ University	Apr. 01' ~ March 05'	Law	BA

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

Type of Qualification	Date Received
Japanese Proficiency Test, Level 3	August 1, 2011
TOEIC (Score: 830)	September 23, 2012

- ⑬ Work Experience (in chronological order)

Period	Employer	Position / Description of Work
April 2005 ~March 2007	Newbridge City, Mayor's Office International Relations Division	Planning for sister-city exchange projects
April 2007 ~March 2011	Newbridge City, Mayor's Office Secretarial Division	Secretary to the Mayor
April 2011 ~Present	Newbridge City, Mayor's Office Planning Division	Devised plan for City Centre revitalization
Month, Year ~Month, Year		
Month, Year ~Month, Year		

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

Country/Hosting Organization	Training Period	Contents of Training (Please be specific)
Seoul City, Korea	Jan 10 2006 ~ Feb 1 2006	Studied the sister-city activities of Seoul City

⑮ Details of Desired Field of Training

- (1) 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.)

**Desired Field of Training :** City Planning

- (i) Focusing on your desired field of training, please outline the current situation and pressing issues that must be addressed in your local government.

I work at Newbridge City Council where we are at an important crossroads in deciding the city's future. We plan to carry out a wide-ranging revitalization programs across the entire city and are in the process of collecting public comments about the process. We foresee that rezoning and land purchases may be a divisive issue in the community. Further issues include formulating a strategy to attract businesses to the planned high-rise district and the formulation of regulations covering the revitalized areas.

- (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.

I am aware that a large number of Japanese local governments are in the process of reevaluating their urban design strategies. I am interested to learn about the planning process, the details of the plans themselves, and how problems are tackled by Japanese local governments.

I also understand that this reevaluation process involves not only urban design issues, but also encompasses financial reforms. In order to improve the efficiency of Newbridge City, I would like to look into the debate surrounding Japanese local government finance reform.

Lastly, I would be interested to study the professional development courses offered to public servants.

- (iii) Please indicate how you would apply what you have learned in Japan to your work upon returning to your home country.

Through studying the urban design strategy of a Japanese local government, I believe that I will be able to make a greater contribution to the planned changes facing Newbridge City in my role as leader of the City Centre Revitalization Program. I also hope that learning more about financial reforms and staff development will allow me to implement policies in Newbridge that will benefit the city's efficiency standards.

(2) 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.)

I became a local government official, because I believe that it will be government officials who lead my country into the twenty-first century.

As not only an employee of Newbridge City, but also a resident, I feel strongly about the city's future. I sought employment in Newbridge City because I want to make my community a better place to live for all residents. I want to make it the world's most pleasant city.

When I joined the city in April 2005, I was assigned to the International Relations Division of the Mayor's Office. At the International Relations Division, I was in charge of planning friendship and exchange projects, principally with cities with which we have a sister city relationship.

For four years beginning in April 2007, I was the Mayor's secretary. From April 2011 until the present, I have been worked in the Planning Division of the Mayor's Office, where I have been involved in work related to my desired field of training in Japan.

The Planning Division, which was newly established in April 2011, is the focal point for setting out a future vision for our city. Fifty people work in this division, which is comprised of three sections: the strategy section (conceptualization of the city's future), the planning section (preparation of concrete plans based on the strategy section's vision), and the implementation section (liaison with other departments to bring the plans to fruition). Presently, the division is working on ten projects, and I am in charge of the City Centre Revitalization Program.

The City Centre Revitalization Program outlines a plan to eliminate an old section at the heart of the city and replace it with a group of high rise buildings. This plan has already passed through the strategy section and planning section. My task is to coordinate the community consultation process, and liaise with other city departments and contractors who will actually implement the project.

In undertaking this assignment I have already faced numerous difficulties which have made my work in this vital position extremely challenging. As the project comes closer to becoming a reality, I have become increasingly determined to make the city where I live a better place. While feeling the weight of these responsibilities, I am honored to be able to contribute to determining the future direction of my city.

⑩ Experience in Desired Field of Training (Please summarize item (2) of section ⑮ )

Period	Details of Experience
April, 2011 ~ Present	Planning Section, Mayor's Office, Newbridge City Leader of the City Centre Revitalization Program
Month, Year ~ Month, Year	(No need to list other work experience as it does not relate to City Planning)

⑪ Language Ability  Check the most appropriate response

	Japanese	English
Listening	<input type="checkbox"/> None <input type="checkbox"/> Greetings and basic sentences <input type="checkbox"/> Daily Conversations <input checked="" type="checkbox"/> Can understand Japanese radio or TV <input type="checkbox"/> No trouble understanding native speakers	<input type="checkbox"/> None <input type="checkbox"/> Greetings and basic sentences <input type="checkbox"/> Daily conversations <input type="checkbox"/> Others' opinions about general topics <input checked="" type="checkbox"/> News, speeches, debates
Speaking	<input type="checkbox"/> None <input type="checkbox"/> Greetings and basic sentences <input checked="" type="checkbox"/> Daily Conversations <input type="checkbox"/> Expressing opinions about general topics <input type="checkbox"/> Native-level communication skills	<input type="checkbox"/> None <input type="checkbox"/> Greetings and basic sentences <input type="checkbox"/> Daily conversations <input type="checkbox"/> Expressing opinions about general topics <input checked="" type="checkbox"/> Native-level communication skills
Reading	<input type="checkbox"/> None <input type="checkbox"/> Hiragana <input type="checkbox"/> Katakana <input type="checkbox"/> Some Chinese characters ( _____ characters) <input checked="" type="checkbox"/> Simple newspaper articles <input type="checkbox"/> Advanced newspaper articles	<input type="checkbox"/> None <input type="checkbox"/> Simple sentences with dictionary <input type="checkbox"/> Letters, etc without dictionary <input type="checkbox"/> Simple newspaper articles <input checked="" type="checkbox"/> Advanced newspaper articles
Writing	<input type="checkbox"/> None <input type="checkbox"/> Hiragana <input type="checkbox"/> Katakana <input checked="" type="checkbox"/> Some Chinese characters (300 characters) <input type="checkbox"/> Short paragraphs on general topics <input type="checkbox"/> Summaries and expressing opinions	<input type="checkbox"/> None <input type="checkbox"/> Simple sentences with dictionary <input type="checkbox"/> Letters, etc without dictionary <input type="checkbox"/> Short paragraphs on general topics <input checked="" type="checkbox"/> Summaries and expressing opinions

⑱ Language Learning (Please type or print in detail)

Language	Period/Frequency of Study	Method/Content of Study	Institution	Qualification (s) Earned
Japanese	At university ~ Present 1 hour every day	During my university years, one of my hobbies was studying Japanese. In particular, I would watch NHK satellite broadcasts from Japan or read Japanese literature in my spare time. I have passed the 2 <sup>nd</sup> level of the Japanese Language Proficiency Test. In addition, I understand daily conversations and can respond with little difficulty.	Self study	2 <sup>nd</sup> level of the Japanese Language Proficiency
English	2005 ~ Present 2 hours Twice a week	(Not necessary if you are from an English-language speaking country) Following my assignment to the International Relations Division in the Mayor's Office, I realized the necessity of learning English for work purposes and have since studied diligently. I have received a score of 830 on the TOEIC English test. In addition, I understand daily conversations and have no difficulties with work-related matters.	Language school	Score of 830 on the TOEIC English test
Languages other than your mother tongue	At university 2 hours per week	Studied French for 4 years in college as a second language. Can converse on daily conversational level.	University	

⑲ Period Available for Training 20/ May/ 2018 ~ 31 / Dec / 2018  
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 "Cooperation and Exchange Trainee (CET)" with the attached Written Pledge and Medical Checkup Sheet. I pledge that the above stated information is true and factual.

1 Day Jan Month 2018 Year

Signature of Applicant John BROWN

(To be filled out by applicant's department head)

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

2 Day Jan Month 2018 Year

Name of Organization Newbridge City Planning Division

Address 1 Main Avenue, Newbridge, Main Province, Canada

Tel 01 - 2222 -3333 Fax 01- 2222 -4444

Name of Department Head Maria Lam

Signature of Department Head Maria Lam