

CHESHAM ALT APPLICANT RESUME - INSTRUCTIONS FOR COMPLETION

Please ensure that you maintain the 'Verdana 10' font style and size for all text, other than your name and please delete all non-applicable/unused items from your resume before you submit it. Dates of employment must be stated as follows: '08 March 2012 to present', not '03/08/2012 to present'. Periods of education must be stated as 'June 2012 - March 2016' and not '06/2012 - 03/2016'. Please note that only an A4 size resume is accepted.

Please place here a recently taken, original colored photograph, measuring 4.3cm x 4.3cm, with a white background, with white shirt, tie and black jacket (for males), and with white collared blouse and black jacket, with hair tied up in a bun (for females).

PERSONAL INFORMATION

Current Address:
Mobile Number:
E-mail Address:
Skype ID:
Date of Birth:
Civil Status:
Sex:

Please place your First Name and Family Name in front of your e-mail address.

Your name must be stated, centered, at the top of the page in 'Verdana 14' font, in block capitals and must be precisely as that stated in your passport - Family Name, First Name and Middle Name(s).

EDUCATION

If you have begun, but not have not yet completed any higher educational course, such as a Master's Degree, this must NOT be placed on your resume. If you have completed such a course, but you do not yet have the Degree in hand, this must NOT be placed on your resume. This is because the Japanese immigration authorities will review your resume as part of its assessment of your eligibility to obtain the required "Instructor" visa and they will require certification of such a course to be provided, if it is placed on your resume.

ADDITIONAL COMPLETED EDUCATIONAL QUALIFICATIONS, OTHER THAN THOSE PLACED IN THIS SECTION MUST BE PLACED IN THE 'ADDITIONAL QUALIFICATIONS' SECTION, BELOW.

MASTER'S DEGREE

Degree:

University:

Full Address:

Period Attended: From Month/Year to Month/Year

Date of Graduation: Day/Month/Year

COLLEGE

Diploma:

Name of University:

Full Address:

Period Attended: From Month/Year to Month/Year

Date of Graduation: Day/Month/Year

Diploma:

Name of University:

Full Address:

Period Attended: From Month/Year to Month/Year

Date of Graduation: Day/Month/Year

SECONDARY

Name of School:

Full Address:

Period Attended: From Month/Year to Month/Year

Name of School:

Full Address:

Period Attended: From Month/Year to Month/Year

ELEMENTARY

Name of School:

Full Address:

Period Attended: From Month/Year to Month/Year

Name of School:

Full Address:

Period Attended: From Month/Year to Month/Year

DELETE ALL SECTIONS WHICH ARE NOT BEING UTILIZED ON YOUR RESUME

ADDITIONAL INTERNATIONALLY RECOGNIZED QUALIFICATIONS/CERTIFICATION

THIS SECTION IS RESERVED FOR INTERNATIONALLY RECOGNIZED EDUCATIONAL QUALIFICATIONS/CERTIFICATIONS SUCH AS TESOL, TEFL, ETC. AND FOR CERTIFICATION OF A COMPLETED FORMAL JAPANESE LANGUAGE COURSE. PLEASE ENTER THE SPECIFIC COURSE TITLE, THE PRECISE DURATION OF THE COURSE AND THE DATE OF COMPLETION. WE DO NOT REQUIRE ANY LOCAL SEMINAR/CONFERENCE ATTENDANCES OR ANY LOCAL RECOGNITION CERTIFICATES TO BE PLACED IN THIS SECTION.

Note:
EVERY educational institution you have attended for your University, High School and Elementary School education must be placed in this section. If you have attended only one College, one High School or one Elementary School, please delete the unused sections.

TEACHER LICENSE/DRIVER'S LICENSE

PROFESSIONAL TEACHER LICENSE

No.:

Date of Issue: (Day/Month/Year)

NON-PROFESSIONAL DRIVER'S LICENSE

License No.:

Date of Issue: (Day/Month/Year)

Restrictions (1, 2, A, B etc.):

WORK HISTORY FROM THE PRESENT DATE DOWN TO THE DATE OF GRADUATION

Name of Employer:

Full Address:

Job Title:

Period of Employment: (From DD/MM/YY to DD/MM/YY)

Brief summary of work performed:

Name of Employer:

Full Address:

Job Title:

Period of Employment: (From DD/MM/YY to DD/MM/YY)

Brief summary of work performed:

Name of Employer:

Full Address:

Job Title:

Period of Employment: (From DD/MM/YY to DD/MM/YY)

Brief summary of work performed:

Name of Employer:

Full Address:

Job Title:

Period of Employment: (From DD/MM/YY to DD/MM/YY)

Brief summary of work performed:

For each English language teaching experience listed, you must provide a 'brief summary of work performed' which must include the extent of your English language teaching experience the number of hours actually spent each day teaching English, together with a clear indication of the nationalities and ages (not grades) of the students taught and whether your experience was classroom based, one-on-one or online. Other non-teaching employment experiences must also be included.

**ANY GAPS IN EMPLOYMENT SINCE GRADUATION
GREATER THAN 6 MONTHS MUST BE EXPLAINED**

DELETE ALL SECTIONS WHICH ARE NOT BEING UTILIZED ON YOUR RESUME

PROFESSIONAL REFERENCES

Name:
Title:
Name of Organization:
Mobile No.:
E-mail Address:

REFERENCES MUST BE FROM INDIVIDUALS WHO HAVE OVERSEEN OR SUPERVISED YOUR WORK. THEY CANNOT BE FROM PEER WORK COLLEAGUES.
AN E-MAIL ADDRESS IS MANDATORY

Name:
Title:
Name of Organization:
Mobile No.:
E-mail Address:

PLEASE DO NOT LEAVE LARGE BLANK SPACES BETWEEN THE VARIOUS SECTIONS OF YOUR RESUME. PLEASE EDIT YOUR RESUME PROFESSIONALLY, BEFORE SUBMISSION.

IMPORTANT NOTE REGARDING THE AUTHENTICITY OF THE INFORMATION YOU PLACE ON YOUR RESUME:

Please note that any significant information placed on your resume which is subsequently determined not to be an authentic and accurate representation of your qualifications, your precise training or your precise experience, will result in the immediate cancellation of your application.