How to complete the CV form (For Full-time Staff)

◎NOTES:

Please make sure to fill out the form carefully without any errors or omissions checking with certificates or confirming details directly with organization or where you are/were employed, if necessary.　Fraudulent information in your application found after your employment may result in a punitive dismissal.　Also, in case any incorrect record is discovered after you are employed, Osaka University (the "University") may claim a refund of the salary paid retroactive to the date you were employed.

*Please print No. 1 and 2 of this format on both sides of a paper to submit. If duplex printing is not available, you may submit them in two separate pages placing a seal/signature overlapping both pages. Or in case you have more than two pages of No. 2 of Form 2 in total, make sure to seal/sign on each page. Either handwriting in ink (in block letters, please) or typing is acceptable. When you make corrections please cross them out with double line and mark your initials there.

Section (1) : Name

1. Write your name exactly as it appeared on your family register, if you are Japanese national.
2. If you have changed your name, write the date of the change and your former name. If you wish to use your former name, check "Yes" in "Wish to use my former name" column.
3. If you are not a Japanese national, spell your name in Latin alphabets as indicated on your passport. Please enter "furigana", the Japanese pronunciation, of your name in "katakana" letters to a narrow column above your name written.
4. In case original character(s) in your name cannot be displayed by our electronic process, please allow us to use substitutions on papers/documents issued by the University.

Section (2): Nationality

Please enter your nationality. If you are foreign citizen, please provide a photocopy of valid passport and resident card in addition to the CV to verify your nationality, status of residence and period of stay in Japan.

For persons to be employed following a career as National Public Officer (see*1)

For those who will be employed at the University following a full-time employment at any of organizations listed in *1 on page 5, it is required to submit a copy of a personnel record or an equivalent ("personnel record") issued by the organization you belonged to, besides the CV. Please contact appropriate organization and obtain it.　If the requested information in sections (3) through (7) is provided in your "personnel record", just enter "as per the attached document" in each section, and if you have any information on educational background, academic degree, license/examination/qualification or employment history (including career as a research student), other than that found in your "personnel record", please add such information to the CV accordingly. Please note that you must provide a copy of your license/certificate which is legally essential to perform your duties at the University, such as medical license, clinical nursing license, etc., even if those information is already given in your "personal record".

<u>Sections (3) and (4) : Educational background</u>

In common with (3) and (4)

1. Enter your entire and detailed educational background from high school without omission, including transfer of schools/faculties and withdrawal, if any. In case you graduated from more than one undergraduate/graduate school, please enter details of all schools you attended. Please do not include backgrounds as a (special) research student, a trainee, an (special/credited) auditor in this section, these should be included in the section (7); Other (Employment history etc.)

2. Please put the country name in parentheses for schools outside Japan.

3. Please enter the period you attended each institution with starting and finishing years/months. Or if you are a graduating student, please put the year/month expected to graduate/complete/withdraw. Or if you have withdrawn from school, please put the year/month you left.

4. In the "Name of institution" column, please provide complete information on each school, faculty, department, course and major etc.

5. If you have entered or transferred to a new school, insert the grade/year you entered/transferred in parentheses after the school information.

    e.g.:(entered in ___th grade/year) or (transferred to ___th grade/year)

6. If you have taken a leave of absence from school, put the dates of such period in parentheses following the school information.

    e.g.: (absent   yyyy/mm/dd - yyyy/mm/dd)

7. In the "Years Required" columns in (3) and (4), put standard years required to complete curriculum at such schools or courses, NOT actual years you attended. (*Please note this information is especially important for schools overseas.) With one exception:, if you have withdrawn from a school, put the year/grade in which you left.

    In the "Final status" in (3) and (4); choose and enter the applicable status from the following list.

    Graduated/Expected to graduate, Completed/Expected to complete, Early Completed/Expected early completion, Withdrawn/Expected to withdraw, Withdrawn with full credits, Expected to withdraw with full credits, Transferred, Expelled

8. In case you learn of not being able to graduate after you declared as "Expected to graduate" on the CV, please inform the Personnel Division, Department of General Affairs and Planning immediately through the personnel section of the department you are assigned.

【High School, University, Junior College, Technical College, Vocational College, etc.】

In the "Evening course/Correspondence course" column, enter "Evening course" or "Correspondence course", if it is applicable. In the "Required years" column, enter the standard years required to complete the equivalent full-time course.

【Graduate School】

1. If you have completed the course by submitting a thesis after leaving school with full credits, please enter all the requested descriptions on each withdrawal and course completion, except the starting "year/month" and the "years required" columns on the course completion part.

2. Those who took a doctoral course (not carrying out separate curriculums for the first 2 years and the latter 3 years) and earned more than 30 required credits for a master's program there, besides the graduate school recognized as equivalent, may enter the certified date and the number of such credits in parentheses in the "Name of schools" column. e.g.: (yyyy/mm/dd earned ___credits). This entry is only applicable to the case that a master's degree is not granted.

Section (5): Academic Degrees

In the "Types of Degree" columns, please choose an applicable degree(s) from the following list and enter with the date you earned the degree.

> **M.S.(Master of Science) / M.A. (Master of Arts) / Ph.D. (Doctor of Philosophy) / Profession / Diploma**

In the "Major field" column, please enter the name of your academic degree and major field of study. Regarding a professional degree, choose "profession" for the "Types of Degree" column, and enter descriptions of the degree and your specialty in the "Major Field" column.

> e.g. 1990/3/25 Master's Degree / (Major) / _____ university
> 2001/10/25 Doctoral Degree / (Major) / _____ university
> 2006/3/25 Professional Degree / Juris doctor / _____ university

*Regarding academic degrees or qualifications earned outside Japan, we may check with academic staff members of the department you are assigned if those are equivalent to Japanese academic degrees/qualifications.

Section (6): License, Examination, Qualification

Please enter the title(s) of licenses/examinations/qualifications deemed necessary or helpful for your duty. Regarding those licenses legally-required to perform your job (e.g. medical license, clinical nursing license etc.), photocopies should be attached.

Section (7): Other (Employment history etc.)

1. List your all work experience one by one. Enter a name of organization you were employed, a job title, descriptions of your duty or research, an employment status and "Whether a mutual aid associations' member or not" etc. to each column. For cases you worked as a seconded employee or on a temporary basis, please add an organization you were originally contracted in parentheses. (seconded/dispatched by _____).
   In case you were engaged in a research being given no title, or in an auxiliary service training at a hospital after finishing a medical school, enter those experiences in the "Job/Research description" column and fill all other columns as well except "Job Titles" and "Employment status" columns. Leave them blank.
2. In case that you are still holding a job but expecting to leave it, please enter the year/month expected to leave in the year/month column and also enter such date in the Name of Organization column in parenthesis following the name of the organization; e.g. _____ Hospital (expected to leave yyyy/mm/dd). If you plan to continue to hold a current position as a

part-time lecturer or other par-time jobs besides taking up employment with the University, enter "(currently employed)" in the column and also please contact the personnel office of the department you are assigned to take necessary procedures for a dual employment. In case you stated "expected to leave" on the CV, but are unable to do so, please promptly inform the Personnel Division, Department of General Affairs about it through a personnel section of assigned department.

3. If you were a research student, a trainee, an auditor, a special/credited auditor or a special research student, please enter in each "organization" and "job titles" column a name of organization (or department of a university or laboratory of a research institution) you belonged to, as well as your status, such as research student.

4. Experience as a visiting academic staff member etc., a teaching assistant, a research assistant or a part-time worker at the University, is also included in this section.

5. For a career history in the Japan Society for the Promotion of Science, enter "Japan Society for the Promotion of Science" with the name of your host institute in the "organization" column.

6. In the "Job Titles" column, please enter an official job title or position appointed by the organization you belonged.

7. In the "Job Status" column, enter "regular employee / part-time employee / contract employee / temporary employee / fixed-term employee, etc. This column is not applicable for those experiences of being engaged in research etc. (see *2), therefore leave it blank.

8. To "Whether a mutual aid associations' member or not" column, in case you were a member of a mutual aid association for public employees; such as the Ministry of Education, Culture, Sports, Science and Technology mutual aid associations or the Ministry of Health, Labor and Welfare (No.2) or Osaka municipalities officials, please enter "Yes". When such status is different in spite of the same affiliation or job title, please start a new line.

9. If you have a period of absence from work in your career, please enter the dates you took the leave with the reason in parenthesis in the "Organization" column. e.g. (yyyy/mm/dd – yyyy/mm/dd Childcare leave). Also, in case you stayed in work at another organization during the absence period, please enter such as well.

Criminal Records

You must handwrite the answer in this box. If not applicable, just write "None" or "N/A", or if the answer is "Yes", please give the details of it.

Name and Signature

Please write your name in block letters and sign in the space below.

*1: National Public Officer means those who work as staff applicable to the Act on Special Measures Concerning Remuneration (Act on Special Measures Concerning Remuneration, etc. of Officials Who Work for a Corporation Operated by the State Performing National Forestry Projects), such as national public officers, local public officers, national university corporation staff, inter-university research institute staff, incorporated administrative agency staff, local incorporated administrative staff, public university corporation staff, government financial

corporation / government corporation staff, etc.

*2: Being engaged in research, etc. includes career as being involved in research with no particular title, receiving an auxiliary service training at a hospital after finishing a medical school given no official status, research students, research fellows, auditors, special auditors, credited auditors, special research students, and special researchers in the Japan Society for the Promotion of Science, etc.

◎ Also, please be advised that the University may check separately the matters which are not mentioned here but necessary in order to determine a salary amount.