

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

◎NOTES:

Complete this form without any errors or omissions by checking with your certificates or confirming with the organization where you are/were employed. Fraudulent information may result in a punitive dismissal. Also, in case any incorrect record is discovered after you are employed, Osaka 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. In case you have more than one page of the Form No. 2, make sure to seal/sign on each page. Either handwriting in ink (in block letters) or typescript is acceptable. Corrections should be made by crossing out errors with a double-line and put your seal or initials where you corrected.

Section (1) : Name

1. Write your name exactly as it appeared on your family register, if you are a 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 substitution on papers/documents issued by the University.

Section (2): Nationality

Please enter your nationality. If you are a foreign citizen, please attach a photocopy of identification documents which can verify your nationality, status of residence and period of stay in Japan, such as a passport or a residence card.

Sections (3) and (4) : Educational background

In common with (3) and (4)

1. Enter your entire and detailed educational background starting 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 (Work Experience etc.)
2. Please provide the country name in parentheses for schools outside Japan.
3. Please enter the period you attended each educational institution with starting and finishing year/month. If you are a graduating student, please put the year/month expected to graduate/complete/withdraw.

4. In the “Name of institution” column, please provide complete information on each school, faculty, department, major and course/program 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. If you have withdrawn from a school, insert the grade/year in which you left.
e.g.:(entered in **th grade/year), (transferred to **th grade/year) or
(withdrew in **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. Leave the “Years Required” columns blank.
In the ‘Final status’ in (3) and (4); choose and enter the applicable status from the list below.
Graduated/Expected to graduate, Completed/Expected to complete, Early Completed, Withdrawn/Expected to withdraw, Withdrawn with full credits/Expected to withdraw with full credits, Transferred, Expelled, in school (*when you work while attending school)
8. In case you learn of not being able to graduate after you declared as ‘Expected to graduate’ on the CV, please inform immediately the Personnel Division, Department of General Affairs and Planning through the personnel section of the department you are assigned.

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

Leave the ‘Evening course/Correspondence course’ column blank.

【Graduate School】

If you have completed the course after leaving school (with full credits) by submitting a thesis, please provide requested information each on the withdrawal and the course completion. In this case, in the completion part, please enter the certified year/month, and leave the starting year/month and the ‘years required’ part blank. For details, please refer to the fill-in example attached.

Section (5): Academic Degree

In the ‘Type of Degree’ columns, please enter 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 ‘Type 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

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 (Work Experience etc.)

1. Whenever there was a change of the organization, the job title, the status of employment or the duty/research content you were engaged in, start a new line. For the case that you worked as a seconded employee or a dispatched employee, please enter the organization you belonged to (assigner company/dispatching agency) first and then enter (seconded to ***** (or dispatched to*****)).

Regarding the period that you were engaged in a research with no particular title, or in an auxiliary service training at a hospital after finishing a medical school, fill the 'Job/Research description' and other columns except the 'Job Titles' and the 'Employment status' columns.

2. In case that you are still holding a job but going to resign, please enter the expected year/month of resignation in the 'year/month' column and also enter such date in the 'Name of Organization' column in parentheses after the name of the organization; e.g. ***** Hospital (expected to leave yyyy/mm/dd). If you plan to continue holding a current position(s) besides taking up employment with our University, enter "(currently employed)" in the column. In case you stated "expected to leave (your current job)" on the CV, but became unable to do so, please promptly inform the Department of General Affairs Personnel division about it through a personnel section of assigned department, as we might withdraw the employment offer.
3. Regarding the backgrounds as a research student, a trainee, an auditor, a special/credited auditor or a special research student, please enter a name of the organization (and a department for a university or a laboratory for a research institution) you belonged to in the "organization" column, as well as your status, such as research student, in the 'job title' column.
4. Backgrounds as a Visiting Academic staff member etc., a Teaching Assistant, a Research Assistant or a part-timer worker at Osaka University, shall be included in the 'Other (Work Experience etc.)' section.
5. Concerning a career in the Japan Society for the Promotion of Science, enter "Japan Society for the Promotion of Science" in the 'organization' column with the name of your host institute in parentheses.
6. In the "Job Title" column, please enter an official job title or position appointed by the organization you belonged to.
7. In the "Job Status" column, enter regular employee / part-time employee / contract employee / dispatched employee / temporary employee, etc.

Criminal Records

The answer must be handwritten in this box. If not applicable, just write 'None' or 'N/A', or if the answer is 'Yes', please give the details.

Name and Signature

Please handwrite your name in block letters as appeared on your passport and sign (or put your seal) beside it.

©Please be aware that we might check with you about something not stated in this guideline.