**AY 2018 Global Learning Center**

**Application Form for Administrative Assistants (English)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | | | Phonetic Japanese (if known) | | | | | **Today's Date** | |
|  | | | | | Year/Month/Date | |
| **Student ID Number** | | |  | | E-mail | |  | | |
| **Department** | | | Faculty/Graduate School | | Department/Major | | | | Admission Year |
| **Experience living abroad (e.g. homestays or language study, not including sightseeing trips etc.) and/or with international exchange.** | | | | | | | | | |
| **Host Country** | Country/Region | | | Period | | \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_  (\_\_\_\_\_ months / weeks) | | | |
|  | | |
| **Host Country** | Country/Region | | | Period | | \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_  (\_\_\_\_\_ months / weeks) | | | |
|  | | |
| **International Exchange** | Program Name | | | Period | | \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_  (\_\_\_\_\_ months / weeks) | | | |
|  | | |
| **International Exchange** | | Program Name | | Period | | \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_  (\_\_\_\_\_ months / weeks) | | | |
|  | |
| **Work Experience (including part-time jobs; list a maximum of two most recent jobs)** | | | | | | | | | |
| **Name of Workplace/Job Title** | | | | Period | | \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_  (\_\_\_\_\_ months / weeks) | | | |
|  | | | |
| **Content of Work** |  | | | | | | | | |
| **Name of Workplace/Job Title** | | | | Period | | \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_  (\_\_\_\_\_ months / weeks) | | | |
|  | | | |
| **Content of Work** |  | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **English and Japanese Proficiency (circle applicable answers)**  Note: If you have taken the TOEFL®, TOEIC®, EIKEN Test, JLPT etc., please enter your score or grade. | | | | | |
| **English: Beginner / Intermediate / Advanced / Native**  **Test Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score:\_\_\_\_\_**  **Japanese: Beginner / Intermediate / Advanced / Native**  **Test Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score:\_\_\_\_\_** | | | | | |
| **What are your reasons/motivations for applying? (approx. 200 words)** | | | | | |
|  | | | | | |
| **What do you see as your strengths and weaknesses? (approx. 200 words)** | | | | | |
|  | | | | | |
| **What do you feel you have you learned, and how have you grown, as a result of your experiences with living abroad and international exchange? Why? (approx. 200 words)** | | | | | |
|  | | | | | |
| **Availability**  Note: Enter your availability for AY 2018 (April 1, 2018 to March 31, 2019, including days of week on which you are available, if known) Please note any periods during which you are not available, i.e. due to job hunting activities etc. | | | | | |
|
| * Full Academic Year * First Term: April 1 to September 31 (days of week:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)   (Unavailable:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)   * Second Term: October 1 to March 31 (days of week:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)   (Unavailable:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | | | |
| Will you be able to continue working as an AA during AY 2019 as well? (Circle the answer that applies.) | | | | | |
| Yes / No / Don't know | | | | | |
| Please draw a *circle* (○) under the dates on which you can attend the interview. Draw a cross (×) under the dates/times on which you cannot. | | | | | |
| February 5 (Mon.) | | | February 6 (Tue.) | | |
| 14:00-15:00 | 15:00-16:00 | 16:00-17:00 | 14:00-15:00 | 15:00-16:00 | 16:00-17:00 |
|  |  |  |  |  |  |