

O-Hayo Sensei Position Listing Request Form (MS Word)

First Some Details

- O-Hayo Sensei reports positions for employers AT NO CHARGE.
- O-Hayo Sensei is published twice each month, on the 1st and 16th, on the US West Coast. Our submission deadlines are the 30/31st and 15th.
- O-Hayo Sensei is published in English, using ASCII text. Japanese is OK, but must be expressed in romanji (using ASCII characters).
- Unless an application deadline is specified, O-Hayo Sensei reports position openings in TWO issues only, then checks with the school.
- O-Hayo Sensei notifies all institutions by email when their request is received (and when their position will be reported) AND when their listing is about to expire. Renewing a listing is easy - just send us a return email. We can change requirements, update salaries and locations, modify duties, etc. at any time.
- There are FOUR sections in this Form: 1) position title and employer information; 2) application instructions; 3) position description and requirements; and 4) preferred education/certification/skills. The first three sections are required, the fourth is optional.
- Please read through the whole Form before starting - its simple "check boxes" can make completing the Form quick and easy. And please submit only ONE position per Form. If you have a full-time and a part-time position, use a separate Form for each one.
- Like any newspaper, O-Hayo Sensei creates its own content. Since you are not placing an ad, there's no need to worry about "ad copy." Just use the Form to give us the facts, and we'll do the rest!
- "Required" means that you WILL NOT consider an applicant without that degree, certification, or experience. If an applicant doesn't meet this MINIMUM REQUIREMENT, they will not be hired.
- "Preferred" means that you WOULD HIRE a person without that degree, certification, or experience, but having it would make the person a better qualified candidate - having it would be an advantage.
- Please DOUBLE-CHECK your email/social media addresses.
- O-Hayo Sensei does not sell or share your personal information.

Now Let`s Get Started!

SECTION ONE: POSITION TITLE AND EMPLOYER INFORMATION
(school name and postal address are required for all employers)

Title of position:
(English Teacher, Lecturer, ALT, Instructor, etc.)

Name of school/institution:

Mailing/postal address:

Telephone: _____ Fax: _____

Email: _____

WWW address: _____

Facebook: _____

X: _____

Instagram: _____

Skype: _____

Other: _____

School Contact: (name and/or job title)

SECTION TWO: APPLICATION INSTRUCTIONS

(O-Hayo Sensei WILL NOT print your telephone, email, fax, or postal address unless that category is marked below. Place an "X" next to the method applicants should use to contact you.)

Applicants should contact you by:

postal mail fax telephone email web page in-person
 other (or details) _____

Applicants should include these items when they contact you (indicate all required):

CV/resume diploma(s) letter of introduction
 essay publications (#/type _____)
 photo(s) (# __) teaching certification(s) transcripts
 letters of recommendation (#/type _____)
 availability (days/times) video/audio recording
 passport page Skype address
 other (use rirekisho, state visa status, etc.)

Additional application instructions:

"Only successful applicants will be contacted"
 "Include the name of the position in the email subject"
 other (or details): _____

SECTION THREE: POSITION DESCRIPTION AND REQUIREMENTS

The fields in this section are required to receive a FREE position listing in O-Hayo Sensei. If you do not wish O-Hayo Sensei to report your position AT NO CHARGE, you may create your own 800-character (including all letters and spaces) paid listing. For details please see our website (<https://www.ohayosensei.com/paid-position-listing.html>)

Describe position/duties:

(Only describe the position and its duties, such as "Teach elementary students," "Create materials," "Follow IB PYP methodology." Do not list requirements/benefits or describe your school in this field. Please use extra lines if needed.)

Work location (city, train station, etc.):

Application deadline and start date:

(If a field is blank, O-Hayo will report the date as "ASAP")

Application Deadline:_____ Position Starts:_____

Must applicant currently reside in Japan?

Yes No Preferred

If "Yes" or "Preferred," is there a specific location in Japan (Tokyo, Osaka, Kansai, Sapporo, etc.)?

Report this position in this number of issues:

1 2 3 Until application deadline

This is a full-time position.

This is a part-time position.

(One position cannot be both full- and part-time. If you would like us to report multiple positions, use a separate Form for each position.)

Working hours/week: _____

Teaching/class hours/week: _____

Days of the week/schedule: (5 days/week, M-F, Tue-Sat, 1-5pm, etc.)

Salary or Salary Range (Required)

(i.e. full-time: yen/month or yen/year; part-time: yen/hour or yen/koma. Note: if the salary is expressed as yen/day (or week, or month), the exact number of hours/day (or week, or month) are required (i.e. 5 hours/day, 15,000yen/day or 20 hours/month, 100,000yen/month).

English language ability:

Native speaker required Native speaker preferred

Native level speaker required Native level speaker preferred

other, or details (i.e. years of education in English)

Japanese language ability:

Language ability required - Level _____ (i.e. N1, N2)

Language ability preferred - Level _____ (i.e. N1, N2)

other, or details: _____

Minimum university degree(s) required:

(Note: this field applies to ALL applicants *regardless of visa status*)

AA BA BS MA Ph.D.

other degree: _____

Major/Specialization: _____

Professional certification/license required:

TESL TEFL TESOL RSA CELTA BETT PELT FCTB

Non-Japanese teaching license - Grade/level (_____)

Japanese teaching license - Grade/level (_____)

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other, or details: _____

Experience required: (years/level taught/in Japan/etc.)

Applicant's visa status:

Proper visa required Proper visa preferred

School will sponsor visa School will renew visa

University degree required for renewal/sponsorship

other/type of visa: (i.e. Instructor, Spouse, Working Holiday)

Driver's license

- International/Japanese driver's license required
- International/Japanese driver's license preferred
- Applicant required to use their own car
- Applicant NOT required to use their own car

Other skills/abilities required:

(MS Office, web design, marketing, Zoom, editing, social media channels, GrapeSeed, STEAM, IB PYP, etc.)

Accommodation:

Included Partially provided Not included

other (or details) _____

Position includes:

Paid holidays Completion bonus Paid vacation

Transportation allowance Moving/relocation allowance

Social insurance Health insurance Pension insurance

Research allowance Training Incentives

other (or details): _____

Contract information:

Length: _____ Renewable (Y/N) _____ How many times? _____

other (or details): _____

SECTION FOUR: OPTIONAL - PREFERRED EDUCATION/CERTIFICATIONS/SKILLS

In this section, list the education, skills, certifications, experience, etc. that your ideal applicant would have. These qualifications are not what you *require*, but what you *prefer*.

University degree(s) preferred:

AA BA BS MA Ph.D.

other degree: _____

Major/Specialization: _____

Professional certification/license preferred:

TESL TEFL TESOL RSA CELTA BETT PELT FCTB

Non-Japanese teaching license - Grade/level (_____)

Japanese teaching license - Grade/level (_____)

Tokubetsu Menkyojyou

other, or details): _____

Experience preferred: years/ages or level taught/in-Japan/etc.

Other skills/abilities preferred:

(MS Office, web design, marketing, Zoom, editing, social media channels, GrapeSeed, STEAM, IB PYP, etc.)

Thank You!