

Dear Manager,

How can you find the MOST QUALIFIED teachers in Japan? Let O-Hayo Sensei deliver them.

Now in our 26th year of twice-monthly publication, O-Hayo Sensei is the world's oldest, largest, MOST RESPECTED, most effective, and most widely-read jobs-in-Japan news magazine. O-Hayo Sensei is distributed free by e-mail, and from our website.

There is NO CHARGE to have your position reported to O-Hayo Sensei's motivated, educated, and experienced readers.

Start recruiting the BEST instructors today -- just complete the request form below, and e-mail it back to <editor@ohayosensei.com>.

Thank you!

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SOME DETAILS:

\* O-Hayo Sensei reports positions for employers AT NO CHARGE. We do not solicit or accept payment for job listings.

\* O-Hayo Sensei is published on the 1ST AND 16TH of each month. We can accept listing requests until the day before publication (i.e. the 30/31st or 15th).

\* O-Hayo Sensei can CHANGE/MODIFY REQUIREMENTS, salary/working locations, contract information, etc. at any time.

\* O-Hayo Sensei NOTIFIES ALL INSTITUTIONS when their listing request is received, and when their position will be reported.

\* Unless an application deadline is specified, O-Hayo Sensei reports openings in TWO ISSUES. This ensures that our readers don't waste their time applying for filled positions, and protects schools from receiving UNWANTED applications/resumes.

\* O-Hayo Sensei will notify you by e-mail when your listing is about to be removed. You are welcome to RENEW YOUR LISTING -- just let us know by return e-mail.

\* We strongly suggest including as many SPECIFIC JOB REQUIREMENTS as possible -- especially those concerning residence and VISA STATUS. Our readers are working professionals, and welcome the opportunity to share their experience and education.

\* In spite of the above suggestion, you are NOT REQUIRED to complete every line or answer every question. Not all the blanks in this form will apply to your institution. If the fields do not apply to your position, you can simply write-in "n/a" or "none."

\* All of O-Hayo Sensei's listings are WRITTEN IN-HOUSE, following our signature reporting format.

\* O-Hayo Sensei is written in English, using plain ASCII text. Japanese is OK, but must be expressed in romanji (using ASCII characters).

\* O-Hayo Sensei tests all contact e-mail addresses before publication. Please DOUBLE-CHECK your e-mail address!

Special Privacy information:

\* O-Hayo Sensei does not sell or share information about schools and readers to advertisers (or anyone).

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## REQUIRED FIELDS

(These fields are required to receive a free position listing in O-Hayo Sensei. If the fields do not apply to your position, you can simply write-in "n/a" or "none." O-Hayo Sensei will not report your position unless all of these fields are completed (saying "n/a" or "none" is OK if the field does not apply to your school, i.e. if your school does not have a Facebook page or a Skype account). If you don't wish to provide O-Hayo Sensei's readers with this information, you may create a 800-character paid listing. Please see [www.ohayosensei.com/paid-position-listing.html](http://www.ohayosensei.com/paid-position-listing.html) for details.)

Title of position:

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Name of institution:

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Mailing address:

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

WWW address: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Skype: \_\_\_\_\_

Contact person (job title is OK): \_\_\_\_\_

(Note: O-Hayo Sensei WILL NOT PRINT contact information - telephone, e-mail, fax, street address, etc. - unless that category/type is checked below. Place an "x" next to the type of contact information you would like O-Hayo Sensei to include in your listing).

Instruct applicants to contact your institution by (please mark all desired with an "X"):

postal mail  fax  telephone  e-mail  web page  in-person

other (download application form, etc.) \_\_\_\_\_

Instruct applicants to include when applying (please mark all desired with an "X"):

CV/resume  diploma(s)  letter of introduction  essay

publications (# )  photo  teaching certification(s)

transcripts  letters of recommendation  availability

video/audio recording  passport page  Skype address

Other (health certificate, school's application form etc.)

\_\_\_\_\_

Describe position/duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teaching location (city, nearest train station, etc.):

\_\_\_\_\_

Application deadline: \_\_\_\_\_ Position begins: \_\_\_\_\_  
(either a date or ASAP is OK)

MUST APPLICANT CURRENTLY RESIDE IN JAPAN?

Yes  No  Preferred

Location of residence: \_\_\_\_\_

This listing to appear in (number of issues):

1  2  3  Until application deadline

Working hours/week: \_\_\_\_\_ Teaching/class hours/week: \_\_\_\_\_

Hours and days: \_\_\_\_\_

Salary (salary range OK): \_\_\_\_\_  
(Note: O-Hayo Sensei reports salary information in YEN only.)

Native speaker:

REQUIRED  NOT required

Other (or details) \_\_\_\_\_

Minimum university degree(s) REQUIRED:

None  AA  BA  BS  MA  Ph.D.

Other degree: \_\_\_\_\_

Subject specialization: \_\_\_\_\_

Professional certification(s) REQUIRED:

None  TESL  TEFL  TESOL  CELTA  BETT  PELT  FCTB

Teaching license Other: \_\_\_\_\_

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

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Japanese ability REQUIRED:  Writing  Speaking  None

Proficiency (or JLPT) level: \_\_\_\_\_

International/Japanese driver's license required? (Y/N) \_\_\_\_\_

Other skills/abilities REQUIRED (computer, editing, etc.):  None

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Applicant's visa status:

Proper visa REQUIRED  Proper visa PREFERRED  Will sponsor  Will renew

Other (or details) \_\_\_\_\_

Accommodation is (please indicate):

Included  Partially provided  Not included

Other (or details) \_\_\_\_\_

If accommodation is included, please list cost and terms:

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Position includes (please indicate all):

Paid holidays  Completion bonus  Transportation allowance

Moving/relocation allowance  Paid vacation  Airfare

Health insurance  Research allowance  Training

Other (or details) \_\_\_\_\_

Contract information:

Length: \_\_\_\_\_ Renewable? \_\_\_\_\_ How many times? \_\_\_\_\_

Other important information: \_\_\_\_\_

\_\_\_\_\_

#### OPTIONAL FIELDS

(O-Hayo Sensei would love to include this information in your free position listing. However, you do not need to complete this information to receive a free listing in O-Hayo Sensei. We do encourage you to provide as much information about your position as possible so that O-Hayo Sensei can help you find the best applicant for your position.)

University degree(s) PREFERRED:

AA  BA  BS  MA  Ph.D.

Other degree: \_\_\_\_\_

Subject specialization (please indicate all): \_\_\_\_\_

Professional certification(s) PREFERRED (please indicate all):

TESL/TEFL/TESOL  CELTA  BETT  PELT  FCTB  Teaching license

Other \_\_\_\_\_

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

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Japanese ability PREFERRED: \_\_Writing \_\_Speaking

Proficiency (or JLPT) level: \_\_\_\_\_

Other skills/abilities PREFERRED (computer, editing, etc.):

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O-HAYO SENSEI WILL REPORT THIS POSITION FREE.

E-mail this form to:  
editor@ohayosensei.com