

O-HAYO SENSEI POSITION LISTING REQUEST FORM

First Some Details

- O-Hayo Sensei reports positions for employers AT NO CHARGE.
- Submit only ONE position on each Form. If you have more than one position available, submit each position on a separate Form. O-Hayo Sensei wants to make sure that our readers have the best information possible, and ensure that schools find the best-qualified candidates for every position.
- In addition to the online version, Forms are available as text and pdf. Hint: saving and re-using the same Form will make your next listing request MUCH easier.
- O-Hayo Sensei is published twice each month, on the 1st and 16th. We accept requests until the 31st or 15th of each month.
- O-Hayo Sensei can CHANGE/MODIFY requirements, salary/working locations, contract information, etc. at any time. Just send us an e-mail with the updated information.
- O-Hayo Sensei NOTIFIES all institutions when their request is received, and when their position will be reported.
- Unless an application deadline is specified, O-Hayo Sensei reports openings in TWO ISSUES only.
- O-Hayo Sensei NOTIFIES ALL INSTITUTIONS by e-mail when their listing is about to be removed from publication. Schools are welcome to RENEW THEIR LISTING by return e-mail. There is no need to fill-out another Listing Request Form - just hit "reply" to our e-mail.
- We strongly suggest including as many SPECIFIC JOB REQUIREMENTS as possible, especially 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 specify every type of degree, certification, or skill. If a field does not apply to your position, you can simply write-in "n/a" or "none" or leave it blank.
- There are THREE SECTIONS in this form: school information, job requirements, and preferred education/skills. The first two are required. The third is optional. Please read through the whole form before starting - it will make the process much quicker and easier.
- All of O-Hayo Sensei's listings are WRITTEN IN-HOUSE, following our signature reporting format, and based on the information you supply. Don't worry about creating "ad copy" - just fill in the blanks and we do the rest!
- O-Hayo Sensei is written in English, using plain ASCII text. Japanese is OK, but must be expressed in romanji (using ASCII characters).
- Please DOUBLE-CHECK your e-mail address.
- O-Hayo Sensei does not sell or share any information about schools or readers - to anyone. If you like having your personal information marketed to third parties, recruit elsewhere!

LET'S GET STARTED!

SECTION ONE: SCHOOL AND CONTACT INFORMATION REQUIRED FIELDS

School name, postal address, and contact information are required for all schools

Title of position:

(i.e., English Teacher, Lecturer, ALT, Instructor)

Name of hiring school/institution:

School/institution mailing/postal address:

(Using English characters)

Telephone: _____ **Fax:** _____

E-Mail: _____

WWW address: _____

Facebook: _____

Twitter: _____

Instagram: _____

Skype: _____

Other: _____

School Contact (name and/or job title):

O-Hayo Sensei WILL NOT PRINT YOUR telephone, e-mail, fax, or postal address 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.

Applicants should contact your school by (please mark all desired with an "X"):

postal mail fax telephone e-mail web page

in-person

other (or details, i.e., "download application form and submit by e-mail," "only successful applicants will be contacted," or "include name of position in the subject")

Applicants should include these items in their application package (please mark ALL required with an "X"):

CV/resume diploma(s) letter of introduction

essay publications (#/type _____)

photo(s) teaching certification(s) transcripts

letters of recommendation (#/type _____)

availability video/audio recording passport page

Skype address

Other (or details, i.e., use Japanese resume format, health certificate, school's application form, essay subject, etc.)

SECTION TWO: 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. Please see www.ohayosensei.com/paid-position-listing.html for details.

Describe position/duties:

Only describe the position and its duties

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

Application deadline and start date:

Day or month OK. If a field is blank, O-Hayo will report the date as ASAP

Application Deadline: _____

Position Begins: _____

MUST APPLICANT CURRENTLY RESIDE IN JAPAN?

Please mark with an "X"

Yes No Preferred

If "yes" or "preferred," is there a specific location in Japan?
(i.e., greater Tokyo area, Kansai, Hokkaido, etc.)

This listing to appear in (number of issues):

Please mark with an "X"

1 2 3 Until application deadline

Full-time position? Yes No

Part-time position? Yes No

Working hours/week: _____

Teaching/class hours/week: _____

Days of the week/work schedule:

Five days, M-F, Tue-Sat, etc.

Salary or Salary Range

Full-time: per month or per year. Part-time: if expressed as yen/day (or week, or month), specify the number of hours/day (or week, or month). Part-time: if hours/days are variable, specify yen/hour. University positions can be expressed as koma. O-Hayo Sensei reports salary information in YEN only.

Native English speaker:

Please mark with an "X"

REQUIRED NOT required Preferred

Native level required Native level preferred

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

Minimum university degree(s) REQUIRED:

Please mark with an "X"

None AA BA BS MA Ph.D.

Other degree: _____

Subject specialization: _____

Professional certification/license REQUIRED:

Please mark with an "X"

None TESL TEFL TESOL CELTA BETT PELT FCTB

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

Japanese teaching license - Grade/level (_____)

Tokubetsu Menkyojyou

Other: _____

Experience REQUIRED:

Years/level taught/in Japan/etc.

Japanese language ability REQUIRED:

Please mark with an "X"

Writing Speaking None

Proficiency (or JLPT) level: _____

International/Japanese driver's license REQUIRED? (Y/N)

Other skills/abilities REQUIRED:

MS Office, web design, zoom, editing, singing, etc.

Applicant's visa status:

Please mark with an "X"

Proper visa REQUIRED Proper visa PREFERRED

School will sponsor visa School will renew visa

Other (or details, i.e., Instructor, Spouse, etc.)

Accommodation:

Please mark with an "X"

Included Partially provided Not included

Other (or details)

Position includes (please indicate all):

Please mark with an "X"

- Paid holidays Completion bonus Paid vacation
 Transportation allowance Moving/relocation allowance
 Health insurance Research allowance Training
 Unemployment Insurance Pension Plan
 Other (or details)
-

Contract information:

- Length: _____ Renewable (Y/N) How many times? _____
 Other (or details)
-

OPTIONAL FIELDS

In this section, list education, skills, certifications, experience, etc. that would make the applicant a better candidate for the position. O-Hayo Sensei would love to include this information, but it is not required to receive a free listing. This information will help you find the perfect candidate.

University degree(s) PREFERRED:

Please mark with an "X"

- None AA BA BS MA Ph.D.

Other degree: _____

Subject specialization: _____

Professional certification(s) PREFERRED:

Please mark with an "X"

- None TESL TEFL TESOL CELTA BETT PELT FCTB

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

Japanese teaching license - Grade/level (_____)

Tokubetsu Menkyojyou

Other (or details)

Experience PREFERRED:

years/level taught/in Japan/etc.

Japanese ability PREFERRED:

Please mark with an "X"

Writing Speaking None

Proficiency (or JLPT) level: _____

Other skills/abilities PREFERRED:

MS Office, web design, zoom, editing, singing, etc.

THANK YOU!