Form No. 2 (Article 4)

Résumé

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | Gender M/F | Date of Birth(Age) | MM.DD.YY(Age: ) |
| Current Address | (〒 ) |
| Address of Affiliation | (〒 ) |
| Contact Information | (Tel. No.) | □□□-□□□-□□□□ |
| (e-mail address) |  |
| Academic Record |
| Date | Events |
|  |  |
| Professional Record |
| Date | Events |
|  |  |
| Activities in Academic Associations and in Society |
| Date | Events |
|  |  |
| Awards and Punishments |
| Date | Events |
|  |  |
| Work Situation |
| Affiliation | Occupations | School, Department, etc. | Your Assigned Courses | Notes |
| Courses | Full-time/Not Full-time | No. of Teaching Hours |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| I hereby declare that the statement above is true.DD, MM, YYName: (Seal) |

Notes)

1. In the box marked “Date of Birth (Age),” provide your age as of the date when you fill in the résumé.

2. In the box marked “Academic Record,” if you have graduated from a university, college of technology, or educational institute deemed to be equivalent to or higher than a university or college of technology, enter all your academic records (including your academic degrees and titles). If you have not graduated from one of the above, enter the final stage of your education. Also enter your qualifications, etc. in the same box.

3. In the box marked “Professional Record,” provide all your professional records, and also specify the occupations, statuses, etc.

4. In the box marked “Activities in Academic Associations and in Society,” provide information on activities related to your major field, research area, etc. If you have any outstanding educational/research achievements, specify them.

5. In the box marked “Work Situation,” enter the situation of your work as of the date when you fill in the résumé.

6. You can sign your name instead of placing your seal.

7. The "Gender" entry is optional and may be left blank.

8. In the box marked "Awards and Punishments", enter a history of awards, punishments, disciplinary actions, etc. If the applicant has received disciplinary action (including cases in which the applicant was found worthy of disciplinary action after resignation) or a disciplinary penalty due to sexual violence (including sexual harassment) against students or faculty, enter the nature and reasons for the disciplinary action. If the applicant has been subjected to disciplinary action or a disciplinary penalty, enter the details and reasons.

9. If there is any doubt about the information in the self-report on the résumé, the company may confirm details with the individual's past or present employer. The company may also inquire about reasons for resignation or disciplinary action cases.

10. Failure to disclose disciplinary actions or other false information on your résumé may result in termination of employment or disciplinary action.