

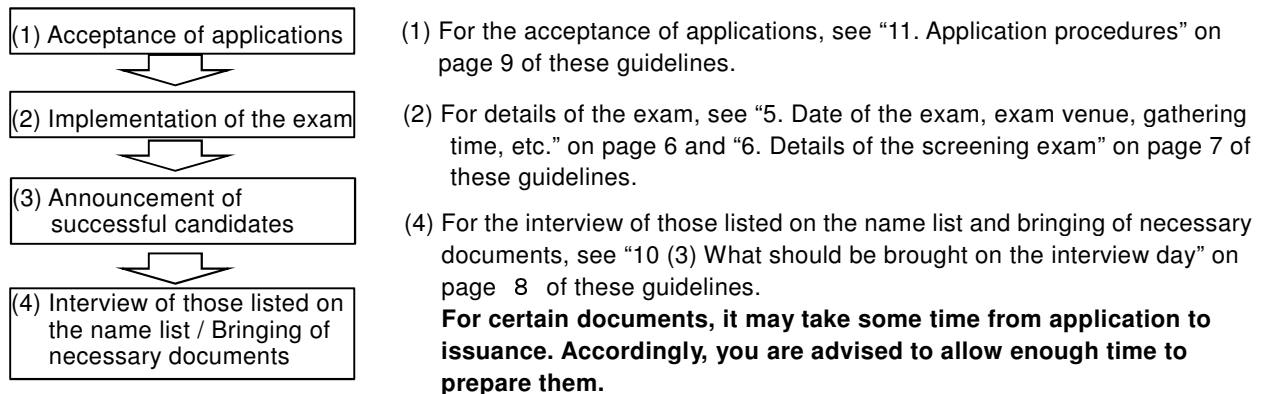
AY 2018 Implementation Guidelines for Teacher Applicant Screening Examination for Hiroshima Global Academy (HiGA)

Hiroshima Prefectural Board of Education

Application period: December 25, 2017 (Mon.) – January 24, 2018 (Wed.)
 Screening exam: February 3, 2018 (Sat.) or February 10, 2018 (Sat.)
 * Choose either day that you prefer

The AY 2018 Teacher Applicant Screening Exam for Hiroshima Prefectural Hiroshima Global Academy aims to select teachers who will work at Hiroshima Global Academy Junior and Senior High School. The exam will be conducted as follows.

〈Exam schedule〉



1. Personality required of school personnel

The Hiroshima Prefectural Government clarifies below the personality required of school personnel it fosters, and seeks teachers who can develop their qualities and skills based on the qualities and skills required of teachers of Hiroshima Prefectural Hiroshima Global Academy Junior and Senior High School.

Personality required of school personnel

Universal items	<ul style="list-style-type: none"> ○ Those who have a high sense of ethics and rich humanity ○ Those who have educational affection for children and a sense of mission for education ○ Those who can exert their expertise and appropriately perform their tasks ○ Those who can respond flexibly to the changes in society and children’s needs
Items strongly required to further develop Hiroshima Prefecture as an educational hub	<ul style="list-style-type: none"> ○ Those who have a reliable capability to give lessons ○ Those who have sufficient communication skills ○ Those who have the willingness to actively take on new challenges ○ Those who can cooperate and work with other school personnel and perform their tasks in a systematic manner

Qualities and skills required of teachers of Hiroshima Prefectural Hiroshima Global Academy Junior and Senior High School

1. Motivation / Sense of values

- 1-1. Sympathy for the missions, visions and values of the school
- 1-2. A high sense of ethics and a strong sense of responsibility for education
- 1-3. Rich humanity and affection that enable them to be deeply involved in the learning, living, and well-being of students in a boarding school system
- 1-4. Motivation to continue research on and development of advanced education and keep on conducting such education
- 1-5. Diversity of perspectives and awareness as a global citizen
- 1-6. Motivation to try to display leadership and actively work with team members with diverse backgrounds
- 1-7. Motivation to be actively involved in the local community in Osakikamijima Town and the global network

2. Knowledge / Skills

- 2-1. High degree of expertise in their subjects (knowledge and skills concerning educational content)
- 2-2. High English proficiency
- 2-3. Facilitation skills to foster deep thinking among students
- 2-4. Strong sympathy for search-based learning and project-based education
- 2-5. Strong sympathy for the philosophy and educational programs of the International Baccalaureate
- 2-6. Ability to engage in extracurricular activities and develop concept learning and hands-on learning through searching
- 2-7. Accountability for the physical and mental development and academic achievement levels of students

2. Classification of school/occupation types and subjects (items) for the screening

School/occupation type	Subject (item)	No. of expected teachers
Junior high school teacher	Japanese language, Social studies, Mathematics, Sciences, Health and physical education, Music, Art and design, Foreign language (English)	Several
Senior high school teacher	Japanese language, Geography and history (world history, Japanese history, geography), Civics (politics and economy), Mathematics, Sciences (physics, chemistry, biology), Health and physical education, Arts (music, art and design), Foreign language (English)	Several
Nursing teacher	—	(Limited to) 1
Diet and nutrition teacher	—	(Limited to) 1

(Notes) 1. Candidates are permitted to take the exam for only one school/occupation type and subject (item).

2. Candidates may be hired as a teacher of the school type for which they did not apply. After hiring, candidates will work at the Junior High School and/or Senior High School of Hiroshima Prefectural Hiroshima Global Academy.

3. Those who do not have Japanese nationality will be appointed as full-time instructors with no fixed term of employment.

3. Qualifications for taking the exam

Those who meet the following requirements (1) to (3) are eligible for taking the exam.

(1) Essential requirements

Candidates must meet the following requirements 1) and 2).

- 1) Those who do not fall under any of the reasons for disqualification set forth in Article 16 of the Local Officials Act (Act No. 261 of 1950) and Article 9 of the School Education Act (Act No. 26 of 1947)
- 2) Those who were born on or after April 2, 1958

(2) Educational personnel certificate (regular teacher's certificate), work experience, etc.

Classification	Requirements for work experience
Those who have an educational personnel certificate (a regular teacher's certificate)	<p>There are no requirements for work experience.</p> <p>Those who have an educational personnel certificate (a regular teacher's certificate) refer to:</p> <ul style="list-style-type: none"> - people who have a regular teacher's certificate for the school/occupation type and subject for which they are applying, or who are certainly expected to obtain the relevant certificate by March 31, 2018 * Those who have a former teacher's certificate in the teacher's license renewal system whose first certification deadline is by March 31, 2018, must complete the necessary procedures for certification by January 31, 2018.
Those who do not have an educational personnel certificate (a regular teacher's certificate)	<p>Any of the following requirements 1) and 2) must be met.</p> <ol style="list-style-type: none"> 1) Have experience of teaching^{*1} related to the relevant subject at a school or educational facility^{*2} for 36 months or more as a regular staff member, a temporarily appointed staff member, a part-time instructor, etc. 2) Have experience of working^{*3} in the area of expertise related to the relevant subject (at a company or an overseas educational institution, etc.) for 36 months or more <p>* As for nursing teachers and diet and nutrition teachers, only those who have a regular teacher's certificate or are certainly expected to obtain the relevant certificate by March 31, 2018, are eligible to take the exam.</p>

*1 and *3: The period of experience of teaching and working does not include any period of absence. As for the number of months of experience, if a work order is issued even for one day a month, the relevant month is deemed as a month of experience.

*2 : A school or educational facility refers to any of the following facilities:

- Schools prescribed in Article 1 of the School Education Act (Act No. 26 of 1947)
- Overseas educational facilities designated or recognized by Notification No. 91 or 120/1991 issued by the Ministry of Education, Culture, Sports, Science and Technology
- Educational facilities in Japan certified by the Western Association of Schools and Colleges (WASC), the Association of Christian Schools International (ACSI), the Council of International Schools (CIS), or the Secretariat of the International Baccalaureate Organization (IBO)

(Notes) 1. **Those who do not have an educational personnel certificate (a regular teacher's certificate) for the relevant subject are required to pass an educational personnel certification exam for a special teacher's certificate conducted by the Hiroshima Prefectural Board of Education and receive the relevant certificate.**

2. As for nursing teachers and diet and nutrition teachers, only those who have a regular teacher's certificate or are certainly expected to obtain the relevant certificate by Saturday, March 31, 2018, are eligible for taking the exam.
3. Those who do not have Japanese nationality are required to obtain a status of residence necessary to work at a school by Saturday, March 31, 2018.
4. Eligible educational personnel certificates (regular teacher's certificates) are limited to those issued by prefectural boards of education in Japan.

(3) Language skills

The following requirement 1) or 2) must be met.

- 1) Have reached the C1 level of the CEFR Common Reference levels
- 2) Have reached the A2 level of the CEFR Common Reference levels, and have the intention of reaching the C1 level in the future

(Reference) CEFR Common Reference levels		* Sources: "British Council, Cambridge Assessment English"	
Level		Degree of proficiency	Reference
Proficient User	C2	Can understand with ease virtually everything heard or read. Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely.	—
	C1	Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects.	Grade 1
Independent User	B2	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain on either party. Can produce clear, detailed text on a wide range of subjects.	Grade Pre-1
	B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest.	Grade 2
Basic User	A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.	Grade Pre-2
	A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details, such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.	Grades 3 to 5

* The grades described in the reference column refer to EIKEN grades. Comparison with these grades and the CEFR Common Reference levels was made referring to the "Comparison Table for Data from Individual Language Proficiency Test Organizations and CEFR levels (version of September 29, 2015)" created by the Ministry of Education, Culture, Sports, Science and Technology.

4. Working conditions, etc.

(As of November 1, 2017)

1. Place of work	Hiroshima Prefectural Hiroshima Global Academy Junior and Senior High School (Location: Okushi, Osakikamijima-cho, Toyota-gun, Hiroshima Prefecture) * Since the academic year of 2018 will be spent on preparations for opening the school, recruited people are asked to work at the Hiroshima Prefectural Office or another place.
2. Job specifications	Work at the junior high school and/or the senior high school, and engage in the following tasks: - Give and prepare for lessons on the prescribed subject - Organize various meetings and school events, including educational affairs, entrance examinations, academic and career guidance, and student guidance.

<p>3. Salaries and various allowances</p>	<p>(1) Salaries: Monthly amount: 206,400 yen to 415,400 yen (for senior high school teachers) Monthly amount: 206,400 yen to 404,600 yen (for junior high school teachers)</p> <ul style="list-style-type: none"> ○ The monthly amount of the initial salary is determined based on academic and professional background within the amount range described above. Then salaries are raised according to work performance in the previous year, with April 1 used as the base date. ○ For teachers (full-time instructors), the amount calculated by multiplying the monthly salary by 4/100 (teaching adjustment) is added to the monthly salary in consideration of the special characteristics of the job, according to legal provisions. (Overtime allowances are not paid.) <p>(2) Dependent allowance: paid to staff members who have dependent family members</p> <ul style="list-style-type: none"> ○ Spouse: 10,000 yen ○ Children (by the first March 31 after they turn 22 years old): 8,000 yen (If a staff member has no spouse, 10,000 yen is offered for one of the relevant children.) ○ Dependent family members other than those above: 6,500 yen per person (If a staff member has no spouse or dependent children, 9,000 yen is offered for one of the relevant dependent family members.) ○ Children (from the first April 1 after they turn 15 years old to the end of the academic year in which they turn 22 years old): 5,000 yen added (For instance, if a staff member has a spouse and a child under 15 years old to support, 18,000 yen is offered as a dependent allowance.) <p>(3) Housing allowance: paid to staff members who rent a house and pay a monthly rent of 12,000 yen or more; however, not paid to those living in official housing for the staff</p> <ul style="list-style-type: none"> ○ When the monthly rent is 23,000 yen or less: Monthly rent – 12,000 yen ○ When the monthly rent is over 23,000 yen: (monthly rent – 23,000 yen) / 2 + 11,000 yen (upper limit: 27,000 yen) <p>(4) Commuting allowance: paid to staff members who make it a practice to take public transportation for commuting and pay transportation expenses and those who make it a practice to use their vehicles for commuting</p> <ul style="list-style-type: none"> ○ Those who take public transportation: Amount equivalent to the cost of a commuter pass (* If the cost of the commuter pass exceeds 78,000 yen, the amount calculated by multiplying the excess amount by 1/2 is added.) ○ Those who use their vehicles: 2,000 yen to 55,600 yen according to the one-way distance from home to work <p>(5) Unaccompanied duty allowance: paid to staff members who transfer their residence in association with personnel relocation and are obliged to live apart from their cohabiting spouse, and who are deemed to have difficulty commuting to work from the house where they lived immediately before the personnel relocation and make it a practice to live alone</p> <ul style="list-style-type: none"> ○ 30,000 yen + Additional amount according to the distance between the residences (up to 70,000 yen) <p>(6) Area allowance: paid to staff members in consideration of the commodity prices and other factors in the area where they work</p> <ul style="list-style-type: none"> ○ (Salary + Supervisor's allowance + Dependent allowance) × 4.2/100 <p>(7) Terminal allowance: paid to staff members who are working on March 1, June 1, and December 1 on the respective payment days for terminal allowances</p> <ul style="list-style-type: none"> ○ (Salary + Dependent allowance + Area allowance + Additional amount) × Ratio according to the work period <p>(8) Diligence allowance: paid to staff members who are working on June 1 and December 1 on the respective payment days for diligence allowances</p> <ul style="list-style-type: none"> ○ (Salary + Area allowance + Additional amount) × Ratio according to work performance × Ratio according to the length of service <p>(9) Special allowance for teachers in charge of compulsory education: paid to educational staff members who work at a school</p> <ul style="list-style-type: none"> ○ Monthly amount: 2,600 yen to 7,100 yen (determined according to the monthly salary amount described in (1))
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	<p>(10) Special service allowance: paid to staff members involved in special services (For instance, a special service allowance of 3,000 yen is paid when staff members lead club activities on weekly days off for approximately four hours.)</p> <p>(11) Night/day duty allowance: paid to staff members who are ordered to be on night duty or day duty</p> <ul style="list-style-type: none"> ○ Ordinary night/day duty (less than five hours): 2,100 yen ○ Ordinary night/day duty (five hours or more): 4,200 yen ○ Night/day duty for noncurricular guidance to students (less than five hours): 3,600 yen ○ Night/day duty for noncurricular guidance to students (five hours or more): 7,200 yen <p>* Only major allowances are listed here. For allowances (2) to (5), notifications are required.</p> <p>(12) Payment date: Salaries and various allowances are paid on the 19th of each month; however, diligence allowances are paid on June 30 and December 10, and terminal allowances are paid on June 30, December 10, and March 15.</p>
4. Retirement allowances	<p>Retirement allowances are paid according to the duration of service.</p> <ul style="list-style-type: none"> ○ Amount of the retirement allowance: Monthly salary amount on the retirement date × Ratio according to the duration of service + Adjustment amount
5. Travel allowances for going to a new post	<p>Travel allowances for going to a new post are paid according to regulations related to travel expenses for staff members.</p>
6. On-duty hours	<p>In principle, 7 hours and 45 minutes a day (38 hours and 45 minutes a week)</p> <p>* Staff members may be ordered to be on night duty (approximately four days a month) and on day duty (approximately one day a month). (Prescribed allowances are paid.)</p>
7. Weekly days off, etc.	<p>(1) Weekly days off: Sundays, Saturdays</p> <p>* When staff members are ordered to work on weekly days off to give lessons or attend school events, other weekdays become days off.</p> <p>(2) Holidays: Holidays prescribed by the Act on National Holidays, year-end and New Year holidays (December 29 to January 3)</p>
8. Annual paid holidays	<p>(1) Number of days: Twenty days are given per calendar year. However, for those who are newly hired as staff members in the middle of a calendar year, the number of annual paid holidays is determined according to the work period in the relevant calendar year.</p> <p>(2) Carryover: If staff members have annual paid holidays left at the end of a calendar year, up to 20 untaken holidays can be carried over to the following calendar year.</p>
9. Special leave, etc.	<p>(1) Special leave: Paid leave allowed when it is considered that staff members should not work for special reasons (sick leave, maternity leave, leave related to caring for family members, leave for the funeral and mourning of relatives, summer vacation, etc.)</p> <p>(2) Other leave: Unpaid leave allowed when it is considered that staff members should not work for reasons such as caring for family members and rearing of children (care leave, child-rearing support leave, etc.)</p>
10. Mandatory retirement system	<p>Staff members shall retire from work on the first March 31 after they turn 60 years old.</p>
11. Services	<p>Staff members shall follow the Hiroshima Prefectural School Staff Service Regulations.</p>
12. Training	<p>Based on the provisions of Article 39 of the Local Public Service Act, Article 9 of the Fundamental Act of Education, and Articles 21 and 22 of the Special Act for Education Personnel, the Hiroshima Prefectural Board of Education, a body with the power to appoint, plans and conducts various training programs targeting school personnel, and helps them acquire the knowledge and skills necessary to perform their duties through on-the-job (OJT) training programs.</p>

13. Social insurance	<p>Staff members shall be members of the Japan Mutual Aid Association of Public School Teachers as full-time general office employees (*1). They also may join the Hiroshima Prefecture Educational Personnel Mutual Aid Association.</p> <p>(1) Insurance, pension, etc.</p> <p>The members of the Japan Mutual Aid Association of Public School Teachers can receive welfare services as described below.</p> <ul style="list-style-type: none"> - Medical insurance plan in case of suffering from an illness or injury (*2) - Long-term benefit plan to receive pensions in the future (*3) - Health care services, such as thorough physical checkups, various loan programs, etc. <p>*1: Those who fulfill the requirements for family relationship and income may be certified as dependents through notifications.</p> <p>*2: Seventy percent of the medical expenses related to medical care covered by insurance shall be borne by the Japan Mutual Aid Association of Public School Teachers. (Thirty percent shall be borne by the individual.) In principle, this also applies to dependents.</p> <p>*3: The pension amount is determined according to salaries, service years, and other conditions. If staff members have joined pension plans in foreign countries, they shall receive pensions from pension systems (institutions) in the relevant foreign countries according to the period of participation in the pension plans there.</p> <p>As for those with foreign nationality from foreign countries that have not signed a social security agreement with Japan, the period of participation in pension plans in the foreign countries cannot be added to the participation period in Japan. However, they may claim lump-sum withdrawal payment if they meet certain requirements.</p> <p>(2) Deduction of pension and insurance premiums from salaries, etc.</p> <p>The expenses necessary for services provided by the Japan Mutual Aid Association of Public School Teachers shall be borne by its members and the operating body (Hiroshima Prefectural Government). The pension and insurance premiums borne by the members are deducted from their monthly salaries and terminal allowances.</p>
14. Accident compensation	<p>The Local Public Officers Accident Compensation Act applies to staff members. If they are recognized to have been affected by a disaster (injury, illness, disability, or death) during official duties or travel to and from work, they can receive compensation for damage caused by the disaster and welfare services. (It is necessary to follow the claim procedure to be recognized as such and receive compensation.)</p>
15. Other	<p>Child allowances are paid by the Hiroshima Prefectural Government through notifications.</p>

5. Date of the exam, exam venue, gathering time, etc.

(1) Date of the exam

Either day that you prefer: February 3, 2018 (Sat.) or February 10, 2018 (Sat.)

(2) Exam venue

Screening exam venue	Access
Hiroshima Prefectural Office (10-52 Motomachi, Naka-ku, Hiroshima-shi) Tel: +81-82-513-4927	3-minute walk from Kamiyacho-higashi Station or Kamiyacho-nishi Station on the Hiroshima Electric Railway 2-minute walk from Kencho-mae Station on the Astram Line 5-minute walk from Kamiyacho bus stop or Hiroshima Bus Center

(Note) Parking is not provided.

(3) Gathering time and place on the exam date

The gathering time and place are described on the exam admission ticket issued after the end of the application period.

(4) What should be brought on the exam date

Bring the following items on the exam date.

- **Exam admission ticket**
- **Writing tools**
- **Envelope** (*Chokei* 3 (120 mm × 235 mm) * It is used to send the notice of screening test results.)
 * The address, zip code, and addressee's (candidate's) name should be written on the envelope.
- **Photo** (Same photo as the one attached on the exam admission ticket. The examinee number and name should be written on the back of the photo.)
- **Seal**

* Those who are listed on the name list as a result of screening need to bring the items described in “10 (3) What should be brought on the interview day” on page 8 of these guidelines to the interview conducted after the screening test. For certain documents, it may take some time from application to issuance. Accordingly, you are advised to allow enough time to prepare them.

6. Details of the screening exam

Exam item	Exam method	Major evaluation items
Interview A	Individual interview (four times) 15 minutes/time * One of the four interviews is conducted in English.	<ul style="list-style-type: none"> - Have a passion to be deeply involved in the learning, living, and well-being of students - Have facilitation skills to foster deep thinking among students and a high degree of expertise in their subjects, and are expected to conduct search-based learning - Have the motivation to continue research on and development of advanced education and keep on conducting such education - Have English proficiency - Have affection for students, and a passion, enthusiasm, and responsibility for education - Have the will to deal with things voluntarily and more effectively - Can recognize their roles in an organization and build good human relations
Interview B	Individual interview (three times) 20 minutes/time * One of the three interviews is conducted in English.	<ul style="list-style-type: none"> - Have a strong sympathy for the missions, visions and values of Hiroshima Global Academy and the philosophy of the International Baccalaureate - Have diverse perspectives and awareness as a global citizen - Have the motivation to try to display leadership and actively work with team members with diverse backgrounds - Have English proficiency

As for those who have marked “Necessary” in the column of “Need for reasonable accommodation” on the application form that has been submitted, the Hiroshima Prefectural Board of Education will contact them later to confirm what specific considerations should be given.

7. Screening policy and method

Only candidates who have gone through all exam items are eligible for screening. In the screening, candidates are comprehensively evaluated, taking into account their results on the exam items and the content of the exam items, based on the personality required of school personnel and the qualities and skills required of teachers of Hiroshima Prefectural Hiroshima Global Academy Junior and Senior High School. After the screening, those who will be listed on the name list of candidates for teachers of Hiroshima Global Academy are determined. However, those who have not reached a certain level of standards in any of the exam items are not listed on the name list.

8. Notification of the screening exam results

- (1) As for the results of the screening exam, the examinee numbers of the candidates listed on the name list of candidates for teachers of Hiroshima Global Academy will be published on the website of the Hiroshima Prefectural Board of Education (<http://www.pref.hiroshima.lg.jp/site/04file/>) (in Japanese) on Friday, February 16, 2018 (at around 17:00). Notices of screening test results will also be sent to the candidates on the same day.
- (2) Candidates may request the disclosure of their screening exam results according to the provisions of Article 10, paragraph (2) of the Hiroshima Prefectural Privacy Protection Ordinance (Hiroshima Prefectural Ordinance No. 53 of 2004).

Please note that it is necessary to submit the exam admission ticket and an original document that verifies the identification of the applicant requesting disclosure.

Eligible people	Information to disclose	Disclosure period	Where to request disclosure
Those not listed on the name list of candidates for teachers of Hiroshima Global Academy	Comprehensive evaluation of the screening exam and individual evaluation of each exam item	For one month after the day following the date when notices of screening test results are sent (Note) Request for disclosure is available from Monday, February 19 to Monday, March 19, 2018, excluding Saturdays, Sundays, and holidays.	Administrative Information Corner, Hiroshima Prefectural Office (8:45–12:00 13:00–17:00 * excluding Saturdays, Sundays, and holidays)

9. Validity period of the name list of candidates

The validity period of the name list of candidates for teachers of Hiroshima Global Academy is from April 1, 2018 to March 31, 2019.

10. Interview of those listed on the name list and what should be brought to the interview

Those who are listed on the name list as a result of screening are required to attend the interview.

(1) Schedule

The interview will be conducted on any of the following days:

February 23 (Fri.), 26 (Mon.), 27 (Tue), or 28 (Wed.), 2018.

* Candidates will be asked their preferred date on the screening exam date.

(2) Interview venue

Interview venue	Access
Hiroshima Prefectural Office (10-52 Motomachi, Naka-ku, Hiroshima-shi) Tel: +81-82-513-4927	3-minute walk from Kamiyacho-higashi Station or Kamiyacho-nishi Station on the Hiroshima Electric Railway 2-minute walk from Kencho-mae Station on the Astram Line 5-minute walk from Kamiyacho bus stop or Hiroshima Bus Center

The details of the interview will be informed individually to those listed on the name list after the announcement of the screening results. Please note that parking is not provided.

(3) What should be brought on the interview date

Bring the following items on the interview date.

- Exam admission ticket - Writing tools - Seal

- Document that proves your work experience, which will be used to determine the salary amount (only for those who have work experience)

Document to bring	Remark
Certificate of Work Experience	<p><The certificate is necessary if you worked at a national public body or local public body.> The certificate (free format) must be certified by a person with appointive power and state the following: - Name - Date of Birth - Length of service - Place of work - Job specifications (If you worked as an educational staff member, it must be clarified whether your job required a teacher's certificate and whether it required subject instruction.) - Working pattern (It must be clarified whether you worked full-time or part-time, or how many hours a week you worked if you worked part-time.) - Date of certification - Name of the certifier (A seal must also be affixed.)</p>
Certificate of Employment (Form 1)	<p><The certificate is necessary if you worked at a private company.> - The certificate must be certified by the employer. - Job specifications must be stated specifically. - If you worked as a teacher or an instructor at a private school or a national or public university, it must be clarified whether your job required a teacher's certificate and whether it required subject instruction.</p>
Declaration of Employment (Form 2)	<p><The certificate is necessary if you were self-employed.> - Attach a document (a record of joining employment insurance or social insurance, etc.) by which your employment can be objectively confirmed. - If you cannot attach a document that objectively confirms your employment as described above, it must be confirmed by approximately three persons who are not your relatives, in principle. In such case, Form 2 must be filled out by each person.</p>

* If you continue to work even after the date of certification, you must submit a document by which your work experience can be confirmed by having it verified again immediately after you leave your job. Meanwhile, those who will continue to work even in March 2018 after the date of certification must submit a certificate that confirms their work experience and that is certified on or after March 1, 2018, by Wednesday, March 7, 2018. (The certificate must include all registry records and the certification seal of the person with appointive power or the employer.)

* The fees for the issuance of a certificate and procedures must be borne by the candidate.

- Documents necessary to apply for a special teacher's certificate (for those who do not have a regular teacher's certificate for the school type and subject for which they are applying)

Document to bring	Remark
Curriculum Vitae (Form 3)	If you work as an educational staff member in Japan at the time of application, you must have your curriculum vitae certified by your immediate manager. Bring the certified curriculum vitae.
Certificate of Professional Knowledge, Experience, or Skills (Form 7-3)	If you work at a Hiroshima Prefectural school, the certificate must be certified by the principal of the relevant school. If you work at a school other than a Hiroshima Prefectural school or in a company, you must have the certificate certified by the establisher of the relevant school or company. Bring the certified certificate.
Certificate that proves that the candidate has professional knowledge, experience, or skills related to the subject of which they will be in charge	If you have a qualification certificate related to the subject for which you are applying, bring the original certificate.
Certificate of Physical Status (Form 7)	The certificate must be certified by a doctor.

Certificate of Graduation	Certificate of graduation of the last school from which you graduated, such as a high school, university, or other educational institution
Copy of an educational personnel certificate or certificate of conferment of an educational personnel certificate	You must bring documents related to all educational personnel certificates that you have, regardless of the subject for which you are applying.
Copy of your family register or Residence Card, etc.	If the name and/or legal domicile provided in the certificates are different from the current name and/or legal domicile, you need to submit a document related to your family register, such as a copy of the family register in which the transfer of family register is recorded or an invalidated family register. Those who do not have Japanese nationality must submit a copy of their Residence Card. If they do not have a Residence Card, bring a document, such as a passport, by which their nationality and name can be confirmed.
Return envelope (Kakugata 2)	Write your name and address on the envelope, and affix 450-yen worth of stamps on it.

* The fees for the issuance of a certificate and procedures must be borne by the candidate.

11. Procedures for taking the exam

In principle, application should be made via the Internet. (Refer to “A: Online application via the Internet.”)

~~If you do not have a PC or if you do not have Internet access, make an application by bringing an application form in person or sending it by mail to the Hiroshima Prefectural Board of Education. (Refer to “B: Application by bringing an application form in person or sending it by mail.”)~~

* You are advised to enter necessary information in advance on the Information Preparation Sheet (HiGA) provided on the website of the Hiroshima Prefectural Board of Education (<http://www.pref.hiroshima.lg.jp/site/04file/>) (in Japanese).

* **Those who work at a school as a temporarily appointed staff member or a part-time instructor must not use a personal e-mail address allocated by the school or must not make an application through a PC of the school.**

A: Online application via the Internet

(1) How to apply

After confirming the Application Guide (Hiroshima Global Academy) issued separately, make an application through the Hiroshima Prefecture Online Application System.

If you file an electronic application, you do not need to bring an application form in person or send it by mail. If your application is properly completed, an e-mail that includes a reference number and a password will be sent to the e-mail address registered by you. **Since this e-mail proves that your application has been filed, be sure to save it.**

Hiroshima Prefecture Online Application System:
(https://s-kantan.com/pref-hiroshima-u/offer/offerList_initDisplay.action) (in Japanese)

(2) Application period

December 25, 2017 (Mon.) – January 24, 2018 (Wed) 17:00

(Note) Access to the Hiroshima Prefecture Online Application System may be temporarily unavailable for system management.

(3) Submission of a summary to introduce yourself (optional)

Before taking the screening exam, you may submit a summary that introduces your past performance related to educational guidance (DVDs that introduce your lessons, research papers, educational guidance plans, etc.), if any, by bringing the summary or sending it by mail to the following address. The submitted summary will not be returned.

(Where to submit)

School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education
(9-42 Motomachi, Naka-ku, Hiroshima-shi, 730-8514)

If sending the summary by mail, write “広島叡智学園教員採用試験自己PR資料在中” (Self-introduction summary for the Hiroshima Global Academy teacher screening exam) in red on the front side of the envelope.

(Submission deadline)

January 24, 2018 (Wed.) (NLT)

(4) Issuance of exam admission tickets

Exam admission tickets will be uploaded on the Hiroshima Prefecture Electronic Application System in around late January. A message that informs you that your exam admission ticket has been uploaded will be sent to the e-mail address registered by you. You are asked to download it from the system. If you do not receive an e-mail by Wednesday, January 31, 2018, please contact the School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education.

(5) Other

Please confirm what should be brought on the exam date, referring to “5 (4) What should be brought on the exam date” on page 6 of these guidelines. You also need to bring the items described in “10 (3) What should be brought on the interview date” on page 8 of these guidelines to the interview held for candidates listed on the name list. For certain documents, it may take some time from application to issuance. Accordingly, you are advised to allow enough time to prepare them.

B. Application by bringing an application form in person or sending it by mail

* Those who have filed an electronic application as described in “A: Online application via the Internet” must not bring an application form in person or send it by mail.

(1) Request for documents necessary for application

Please request documents necessary for application from the School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education (9-42 Motomachi, Naka-ku, Hiroshima-shi, 730-8514), or download necessary forms from the website of the Hiroshima Prefectural Board of Education.

If you request the documents by mail, write “広島叡智学園教員採用試験実施要項請求” (Request for the guidelines for the Hiroshima Global Academy teacher screening exam) in red on the front side of the envelope and be sure to enclose a return envelope (*Kakugata 2* (33 cm × 24 cm)) on which 250-yen worth of stamps are affixed and your name and address with a zip code are clearly written.

(2) Documents to submit (at the time of application)

Document to submit	Remark
Application form	A. Enter necessary information with a black ballpoint pen, referring to “3. How to fill out an application form” on page 7 of the Application Guide (Hiroshima Global Academy) issued separately. B. Affix a photo (taken within the last six months, dimension of 4.5 cm (H) x 3.5 cm (W), upper body, face forward, no hat, color, no background). Prepare one copy of the same photo, which should be affixed on the exam admission ticket that will be sent to you later.
Statement of purpose	A. Write your statement within the frame with a black ballpoint pen. B. As for those who need to take the certification exam for a special teacher’s certificate after being registered on the name list, the statement of purpose will be used as a statement of reasons for application for a special teacher’s certificate.
Summary to introduce yourself (optional)	A summary that introduces your past performance related to educational guidance (DVDs that introduce your lessons, research papers, educational guidance plans, etc.) may be submitted for taking the screening exam.

(Note) If the documents are incomplete, they may not be accepted.

(3) Application period

December 25, 2017 (Mon.) – January 24, 2018 (Wed.) (NLT)

- (Note) 1. Applications sent by mail are accepted only when they reach us by no later than Wednesday, January 24, 2018.
2. Applications submitted by means other than mailing will be accepted between 8:45 and 12:00 and between 13:00 and 17:00 during the application period (excluding Saturdays, Sundays, and holidays prescribed by the Act on National Holidays (Act No. 178 of 1948)).

(4) Where to submit

School Personnel Division, Administration Department, Secretariat,
Hiroshima Prefectural Board of Education
(9-42 Motomachi, Naka-ku, Hiroshima-shi, 730-8514)

(5) How to submit (points to note)

- A. When submitting application documents, write “広島叡智学園教員採用試験受験願在中” (Application for the Hiroshima Global Academy teacher screening exam) in red on the front side of the envelope (*Kakugata 2* (33 cm × 24 cm)).
B. When submitting application documents by mail, be sure to send them by **simple registered mail** or delivery-certified mail.

(6) Issuance of exam admission tickets

Exam admission tickets will be sent to candidates in around late January. If you do not receive the exam admission ticket by Wednesday, January 31, 2018, please contact the School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education.

(7) Other

Please confirm what should be brought on the exam date, referring to “5 (4) What should be brought on the exam date” on page 6 of these guidelines. You also need to bring the items described in “10 (3) What should be brought on the interview date” on page 8 of these guidelines to the interview held for candidates listed on the name list. For certain documents, it may take some time from application to issuance. Accordingly, you are advised to allow enough time to prepare them.

12. Other

- (1) As for this academic year, those who are working as a regular employee at a national, public, or private school or at an educational facility (*4) in Japan cannot take this screening exam.

*4: Here a regular employee at a national, public, or private school or at an educational facility refers to a principal, a vice-principal, a senior teacher, an advanced skill teacher, a teacher, a nursing teacher, a diet and nutrition teacher, a senior nutritionist, a chief nutritionist, a nutritionist, an instructor (a full-time instructor only), or an equivalent employee who works as a regular employee (excluding a fixed-term employee) at a school or educational facility described in (*2) on page 2 of these guidelines.

- (2) Since teachers of Hiroshima Global Academy will be hired according to the vacancies of teachers in the relevant occupation type and subject (item/area) and other factors, all candidates listed on the name list of candidates for teachers of Hiroshima Global Academy will not necessarily be hired. In addition, if those expected to obtain an educational personnel certificate cannot obtain a certificate valid in the occupation type and subject for which they are applying, if candidates cannot obtain a status of residence necessary to work at a school, or if candidates provide false information in their applications, they will not be hired.

- (3) Candidates for the AY 2018 Teacher Screening Exam for Hiroshima Prefectural Hiroshima Global Academy may be contacted about appointment as a temporary appointed staff member or a part-time instructor, regardless of their screening results.

- (4) If the implementation of the screening exam on the date described in Section 5 on page 6 of these guidelines is difficult due to stormy weather or other unavoidable reasons, this will be announced on the website of the division described in “13. Contact.”

13. Contact

School Personnel Division, Administration Department, Secretariat, Hiroshima Prefectural Board of Education (Hiroshima Prefectural Office East Building 5F, 9-42 Motomachi, Naka-ku, Hiroshima-shi, 730-8514)
Tel: +81-82-513-4927 URL: <http://www.pref.hiroshima.lg.jp/site/04file/>
e-mail: kyouikukenshu@pref.hiroshima.lg.jp