

Curriculum Vitae

Date:

Name		Gender (Optional) :	Photograph
Date of birth			
Nationality			
Present address	(Tel)		
Year, Month	Academic background		
Year, Month	Professional experience		
Degrees			
Specialties			
Academic societies			
Activities for academic societies and local community			
Certificates and qualifications			
Awards and punishments			

Declaration

I hereby declare that the information provided in this document is true and accurate. I understand that any false statements may result in revocation of employment or disciplinary action.

Date:

Signature:

Notes:

1. Please enter your name exactly as it appears in your Passport.
2. For the “Academic background” section, begin with high school graduation.
3. Any non-degree programs or advanced training courses (e.g., specialized departments) should be listed under Academic background. Positions such as research students or auditors should be listed under Professional experience.
4. For overseas study, include it under Academic background if undertaken as a student, and under Professional experience if undertaken as a researcher.
5. In the "Academic societies" section, include academic society memberships and major contributions to society.
6. In the "Certifications and punishments" section, be sure to include the type of teaching license(s) if applicable.
7. In the "Awards and Other Records" section, if you have ever been subject to disciplinary action or administrative sanction—especially due to sexual harassment or other forms of sexual misconduct involving students—clearly state the nature of the action and the specific reasons. If not applicable, write “None.” If you have received any academic awards or similar honors, please include them here as well.
8. Paper size: A4.

List of Achievements

Teaching Ability	Name
Particulars of Teaching Ability	Date
Summary	
Practice examples of effective teaching methods at university level	
Teaching materials you have made for college education	
Evaluations of your teaching ability by previous or current institutions	
Practice examples of effective teaching at primary and secondary school level	
Others	

Note: Use A4 size paper.

List of Publications

Books and Translations

Name

Title	Category (Books, text- books or others)	Publication Year, Publisher, and Pages	Name(s) of Author(s)

- Notes
- 1 If the publication is co-authored by more than five authors, write the first author's name and indicate the part(s) that you wrote in the box of "Name(s) of Author(s)."
 - 2 Use A4 size paper.

List of Publications

Research Papers

Name

Title	Refereed or Non-refereed	Name of Journal (Name of academic society or publisher, year, volume, number, and pages)	Name(s) of Author(s)

Notes 1 Write all authors' names in "Name(s) of Author(s)" box in the same order as that in the publication.

2 Use A4 size paper.

List of Presentations

Conference Presentations

Name

Title	Name of Conference (Place and Year/Month)	Name(s) of Presenter(s)

- Notes
- 1 If the presentation is made by more than three people including yourself, write the names of three of them in the “Name(s) of Author(s)” box.
 - 2 Use A4 size paper.

List of Works of Art, Performances, and Athletic Records

Works of Art, Performances, Athletic Records and Others

Name

Works of Art, Performances, Athletic Records and Others	Descriptions	Place (Year/Month)	Notes

Note: Use A4 size paper.

Entry Suggestions for Teaching Ability

©Entry Suggestions (Each item should be written in 50 words or so.)

(1) Practice examples of effective teaching methods at university level

- Practice examples of effective teaching methods
- Teaching methods utilizing multimedia equipments
- Practices to encourage students to study outside class
- Publication of class materials on websites

(2) Teaching materials you have made for college education

- Textbooks and/or teaching materials you have prepared
- Books you have used for textbooks
- Rough descriptions of the teaching materials
- (You can list the items listed in “Books and Research Papers”; those items should be marked as “multiple listing”.)

(3) Evaluations of your teaching ability by previous or current institutions

- Any incident where you have gotten excellent teaching evaluations in official teaching evaluations conducted at the universities you have worked for (List the incidents and the reasons for the excellent evaluations.)

- Assessments of your teaching abilities that led to your appointments at academic institutions

- A synopsis of teaching evaluations by students and of peer-evaluations by colleagues

- Other evaluations of your abilities made by presidents, deans, or institutions, than those mentioned above
- (Only those of objective quality should be mentioned.)

(4) Practice examples of effective teaching at primary and secondary school level

- Practice examples of effective teaching methods
- Practice examples of development of effective teaching materials

(5) Others

- Outline of your activities for organizations on faculty development for university education
- Awards for teaching practices

We suggest that you should mention anything you think would make you advantageous.