

* Fill out the blanks.

Referral Form 2019

Japan Aviation College

Employer	Name of the Company										
	Address of the Company										
	Name of the President				TEL						
	Hiring department	Name of the				FAX					
		Head of the department				Email					
		Person in charge				URL		http://			
	Company profile				Founded				(mm/year)		
				Capital				yen			
				Employees							
Conditions	Type of occupation	The number of vacancies	Job description			Preferred Major		Required qualifications etc			
	Position	<input type="radio"/> Regular <input type="radio"/> Non-regular <input type="radio"/> ()			Pay		<input type="radio"/> monthly <input type="radio"/> yearly <input type="radio"/> daily <input type="radio"/> Other ()				
Working conditions	Type Classification	two-year course	three-year course	four-year course	weekdays	-		Bonus	Summer : last year ()		
									Winter : last year (base salary ×)		
	Basic pay				weekend	-		Raise	second year : previous year (base pay ×)		
	Job evaluated wage				shift/late night work		Travel allowance	<input type="radio"/> Yes (Maximum: yen) <input type="radio"/> No			
		benefit			Male	Female					
		benefit			<input type="radio"/>	<input type="radio"/>				Company dormitory : <input type="radio"/> Yes (Monthly rent yen)	
		benefit			<input type="radio"/>	<input type="radio"/>				Lease: <input type="radio"/> Yes (Monthly yen)	
	Total				Average monthly working days		day		Accommodation	Other: <input type="radio"/> Self prepared <input type="radio"/> Own house only	
					Average monthly working hours		hours			Insurance	<input type="radio"/> health insurance <input type="radio"/> Government Pension <input type="radio"/> Company Pension <input type="radio"/> accident compensation <input type="radio"/> unemployment
Reference	First year salary				Five-day work week		<input type="radio"/> Yes <input type="radio"/> No		Retirement Bonus		
	Second year salary				Paid leave		days		<input type="radio"/> Yes (Continuous service years) <input type="radio"/> No		
Working location					Total days off		days		Payday		
									Monthly Pay Day		
Application & selection process	Application documents		<input type="radio"/> CV <input type="radio"/> Certificate of expected graduation <input type="radio"/> Official Transcript <input type="radio"/> Medical check certificate <input type="radio"/> School letter of introduction <input type="radio"/> Letter of recommendation <input type="radio"/> X-ray result <input type="radio"/> Others ()			Selection	Date	Seminar (dd/mm)		Second interview (dd/mm)	
	Application period		(dd/mm) - (dd/mm) After (dd/mm)				Date		First interview (dd/mm)		
	Written test		<input type="radio"/> General knowledge <input type="radio"/> Math <input type="radio"/> English <input type="radio"/> Social study			Place					
	Interview		<input type="radio"/> Individual <input type="radio"/> Group interview			Deciding date		To be notified within days after the final interview			
	Examination		<input type="radio"/> Occupational adaptability test <input type="radio"/> Occupational medical check			Travel allowance		<input type="radio"/> Yes <input type="radio"/> Yes, partly <input type="radio"/> No <input type="radio"/> Undecided			
	Others					What to bring		<input type="radio"/> Open&pencil <input type="radio"/> Function calculator <input type="radio"/> Official stamp <input type="radio"/> ()			
					Internship (Please answer in advance)		<input type="radio"/> No <input type="radio"/> Under consideration <input type="radio"/> Yes (Starting in (mm)) <input type="radio"/> Undecided				
Additional Information	As for the first (second) year income column, please fill in the actual last-year income (average).										
	Please attach other documents (ex. pictures of dormitory) if there are any.										

Please mail to the address below.

● Japan Aviation College

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