

\* Fill out the blanks.

# Referral Form 2020

Japan Aviation College

Employer	Name of the Company										
	Address of the Company										
	Name of the President				TEL						
	Hiring department	Name of the department			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	Starting salary	Type	two-year course	three-year course	four-year course	Working hours	week/days	-	Bonus	Summer : last year ( )	
		Classification					weekend	-		Raise	Winter : last year (base salary × )
		Basic pay					shift/late night work		Travel allowance		second year : previous year (base pay × )
		Job evaluated wage					Male	Female		Accommodation	<input type="radio"/> Yes (Maximum: yen)
		benefit					shift late night	<input type="radio"/> <input type="radio"/>	Insurance		<input type="radio"/> No
		benefit					Average monthly working days	days		Housing allowance	Company dormitory : <input type="radio"/> Yes (Monthly rent yen)
		benefit					Average monthly working hours	hours	Lease : <input type="radio"/> Yes (Monthly yen)		
	Total						Other : <input type="radio"/> Self prepared <input type="radio"/> own house only		Housing allowance: Monthly yen		
	Reference	First year salary				Holidays	Five-day work week	<input type="radio"/> yes <input type="radio"/> no	Retirement Bonus	<input type="radio"/> health insurance	
		Second year salary					Paid leave	days		<input type="radio"/> Government Pension <input type="radio"/> Company Pension	
Working location						Total days off	days	Payday	Monthly Pay Day		
Application & selection process	Application documents		<input type="checkbox"/> CV <input type="checkbox"/> Certificate of expected graduation <input type="checkbox"/> Official Transcript <input type="checkbox"/> Medical check certificate <input type="checkbox"/> School letter of introduction <input type="checkbox"/> Letter of recommendation <input type="checkbox"/> X-ray result <input type="checkbox"/> Others ( )		Selection	Date	Seminar (dd/mm)	Second interview (dd/mm)			
	Application period		(dd/mm) - (dd/mm) After (dd/mm)			Place	First interview (dd/mm)				
	Written test	<input type="checkbox"/> General knowledge <input type="checkbox"/> Math <input type="checkbox"/> English <input type="checkbox"/> Social study				Deciding date	To be notified within days after the final interview				
	Interview	<input type="checkbox"/> Individual <input type="checkbox"/> Group interview				Travell allowance	<input type="radio"/> Yes <input type="radio"/> Yes, partly <input type="radio"/> No <input type="radio"/> Undecided				
	Examination	<input type="checkbox"/> Occupational adaptability test <input type="checkbox"/> Occupational medical check				What to bring	<input type="radio"/> Open&pencil <input type="radio"/> Function calculator <input type="radio"/> Official stamp <input type="radio"/> ( )				
Others						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

Ishikawa, Japan

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