

\* Fill out the blanks.

# Referral Form 2021

Employer	Name of the Company										
	Address of the Company										
	Name of the President				TEL						
	Hiring department	Name of the Head of the department			FAX						
		Person in charge			Email						
	Company profile				URL		http://				
				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 Classification	two-year course	three-year course	four-year course	weekdays	-	Bonus	Summer : last year (    )		
		Basic pay				weekend	-		Raise	Winter : last year (base salary ×    )	
		Job evaluated wage				shift/late night work		Travel allowance		<input type="radio"/> Yes (Maximum:    yen) <input type="radio"/> No	
		benefit				Male	Female		Accommodation	Company dormitory : <input type="radio"/> Yes (Monthly rent    yen)	
		benefit				late night	<input type="radio"/>	Insurance		Lease : <input type="radio"/> Yes (Monthly    yen)	
		benefit				Average monthly working days	day			Other : <input type="radio"/> Self prepared <input type="radio"/> Own house only	
	Total				Average monthly working hours	hours	Housing allowance: Monthly    yen		<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				Holidays	Five-day work week	<input type="radio"/> Yes <input type="radio"/> No	Retirement Bonus	<input type="radio"/> Yes (Continuous service    years) <input type="radio"/> No	
		Second year salary				Paid leave	days			Payday	Monthly Pay Day
	Working location				Total days off		days				
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)			
		Place	First interview (dd/mm)								
	Application period	(dd/mm) - (dd/mm)	After (dd/mm)		Deciding date	To be notified within    days after the final interview					
	Written test	<input type="radio"/> General knowledge <input type="radio"/> Math <input type="radio"/> English <input type="radio"/> Social study			Travel allowance	<input type="radio"/> Yes <input type="radio"/> Yes, partly <input type="radio"/> No <input type="radio"/> Undecided					
	Interview	<input type="radio"/> Individual <input type="radio"/> Group interview			What to bring	<input type="radio"/> Open&pencil <input type="radio"/> Function calculator <input type="radio"/> Official stamp <input type="radio"/> (    )					
Examination	<input type="radio"/> Occupational adaptability test <input type="radio"/> Occupational medical check			Internship (Please answer in advance)							
Others				<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.

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