

* Fill out the blanks.

Referral Form 2017

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 ×)	
	Starting 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)
		benefit				Male	Female	<input type="radio"/> No		
		benefit				shift	<input type="radio"/>	<input type="radio"/>	Accommodation	Company dormitory : <input type="radio"/> Yes (Monthly rent yen)
		benefit				late night	<input type="radio"/>	<input type="radio"/>		Lease : <input type="radio"/> Yes (Monthly yen)
	benefit				Average monthly working days		day	Insurance	Other : <input type="radio"/> Self prepared <input type="radio"/> Own house only	
	Total				Average monthly working hours		hours		<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			
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)		
		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="checkbox"/> General knowledge <input type="checkbox"/> Math <input type="checkbox"/> English <input type="checkbox"/> Social study			Travel allowance	<input type="radio"/> Yes <input type="radio"/> Yes, partly <input type="radio"/> No <input type="radio"/> Undecided				
	Interview	<input type="checkbox"/> Individual <input type="checkbox"/> 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="checkbox"/> Occupational adaptability test <input type="checkbox"/> 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.

● Japan Aviation College

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