

*Fill out the blanks.

Referral Form 2018

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 ()		
		Basic pay				weekend	-		Raise	Winter :last year (base salary×)	
	Starting salary	Job evaluated wage				shift/late night work		Travel allowance	second year :previous year(base pay×)		
		benefit				Male	Female		<input type="radio"/> Yes (Maximum: yen) <input type="radio"/> No		
						late night	<input type="radio"/>	<input type="radio"/>	Accommodation	Company dormitory : <input type="radio"/> Yes (Monthly rent yen)	
						Average monthly working days		day		Lease : <input type="radio"/> Yes (Monthly yen)	
						Average monthly working hours		hours		Other : <input type="radio"/> Self prepared <input type="radio"/> Own house only	
	Reference	Total				Average monthly working hours		Insurance	Housing allowance: Monthly yen		
		First year salary				Five-day work week			<input type="radio"/> health insurance <input type="radio"/> Government Pension <input type="radio"/> Company Pension <input type="radio"/> accident compensation <input type="radio"/> Unemployment		
	Working location					Paid leave		Retirement Bonus	<input type="radio"/> Yes (Continuous service years) <input type="radio"/> No		
					Total days off		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				Travel 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

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