

# Handover Information For Successors

Predecessor's Name

Successor's Name

Contracting Organisation

Place of Work

Please introduce yourself briefly to your successor

## Predecessor Contact Information

Predecessor's Name

Departing Japan/Current Town On

DD/MM/YY

### Contact Information Until Leaving Japan/Current Town

Address

Home Phone +81

Fax +81

Work Phone +81

Mobile +81

Don't forget to include area codes! (drop the first 0)

Email

### Contact Information After Leaving Japan/Current Town

Address

Home Phone

Fax

Work Phone

Mobile

Don't forget to include country and area codes!

Email

### Additional Information

## Work Place Profile 1/3

Name of Workplace

Address

Phone

Fax

### Supervisor Information

Name

M  F

Email

Shared Office Email

Supervisor Email

### Staff Information

Please include titles as well (課長、チーフなど)

Superior One

M  F

Superior Two

M  F

Superior Three

M  F

### Office Information

Work Hours: From  To  Lunch: From  To

What time do you arrive at work?

Distance of office from home  minutes by  car, bike, on foot etc.

minutes by  car, bike, on foot etc.

minutes by  car, bike, on foot etc.

Bus Route Information:  
(If applicable)

### What sort of work do you normally do?

Translation  Interpreting  English classes

School visits  Native checks  Consultation (w/ foreigners)

Event planning  Tours  Hosting of foreign visitors

## Work Place Profile 2/3

### What other duties do you have?

### Description of the Office Environment

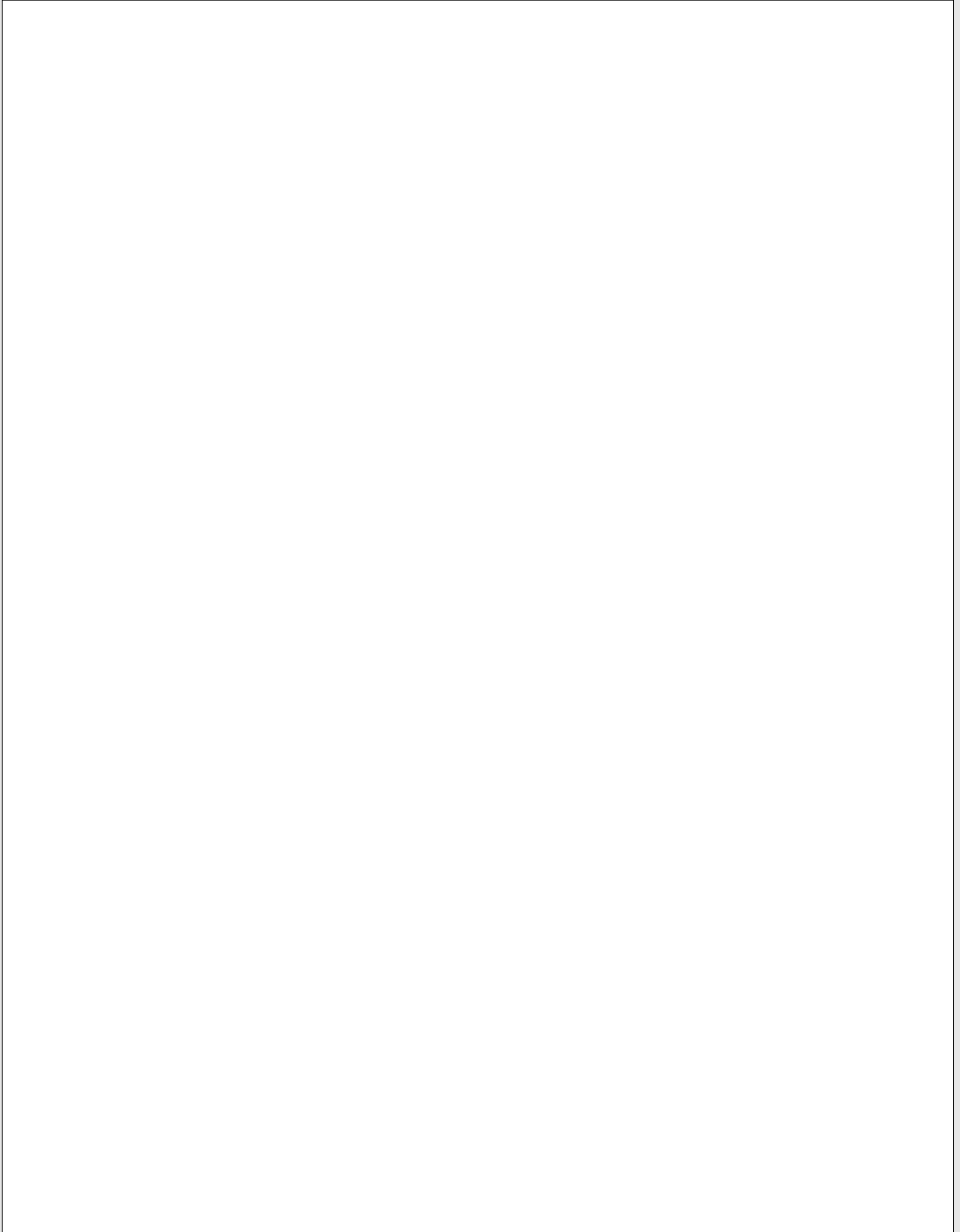
#### Computer availability

- None     Shared Computer     Personal Computer

#### Email use

- OK to email at work     OK to email during breaks     Personal emailing not allowed

**Additional Information**

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# Local Information

## Region

Hida    Chuno    Seino    Tono    Gifu

## Type of area

City    Town    Village

Name

Population

Number of JETs/English speaking foreigners in same town

Regions of Gifu Prefecture



Please briefly describe the local area

## Local Facilities

Time to nearest;

Post Office	<input type="text"/>	by	<input type="text"/>	car, bike, on foot etc.	Convenience Store	<input type="text"/>	by	<input type="text"/>	car, bike, on foot ect.
Pharmacy	<input type="text"/>	by	<input type="text"/>		Hospital	<input type="text"/>	by	<input type="text"/>	
Bank	<input type="text"/>	by	<input type="text"/>		Supermarket	<input type="text"/>	by	<input type="text"/>	
Train Station	<input type="text"/>	by	<input type="text"/>		Bus Stop	<input type="text"/>	by	<input type="text"/>	
Station Name	<input type="text"/>				Bus Stop Name	<input type="text"/>			
Large City	<input type="text"/>	by	<input type="text"/>		Gifu City	<input type="text"/>	by	<input type="text"/>	
Name	<input type="text"/>				(Prefectural Capital)				

**Nearest Evacuation Center**

The JET Programme in Gifu

## Housing Information 1/2

### General Information

Type  House  Apartment Block Monthly Rent (yen)

Room Type

e.g. living room, kitchen

Approx Size

e.g. 4m x 3m

Tatami

e.g. y or n

Tatami are woven straw mats used as flooring in many Japanese houses

Included free  Washing Machine  Refrigerator  Microwave  
 Gas Stove  Bed  TV  
 Air Conditioner  Futons  Dishware

Other

On-site Parking

Not Available  Available, cost per month (yen)

### Moving-in costs (yen)

Deposit/bond (shikikin)   N/A

Key money (reikin)   N/A

Rent in advance   N/A

Real estate agent's fee   N/A

*Reikin* is a non-refundable gratuity fee paid to the landlord

**Total**

**IMPORTANT: This money must be paid before you can move in to your housing.**

Apartment setup costs are very high Japan. Please ensure you bring enough money to cover this and other costs for your first month in Japan

## Housing Information 2/2

### Average Monthly Bills (yen)

Water	<input type="text"/>	<input type="checkbox"/> N/A
Gas	<input type="text"/>	<input type="checkbox"/> N/A
Electricity	<input type="text"/>	<input type="checkbox"/> N/A
Phone line	<input type="text"/>	<input type="checkbox"/> N/A
Apartment maintenance	<input type="text"/>	<input type="checkbox"/> N/A
Internet	<input type="text"/>	<input type="checkbox"/> N/A

### Garbage Separation and Collection

Please explain the garbage separation and collection in your area

### Additional Housing Information