

Handover Information For Successors

Predecessor's Name

Successor's Name

Contracting Organisation

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

Board of Education Office Profile

Name of Institution

Address

Phone

Fax

Staff Information

Supervisor M F

Email Shared Office Email
 Supervisor Email

Supervisor English ability None Some OK Good Fluent

Director M F

Vice Director M F

General Information

Work starts at: Work finishes at:

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

What time do you arrive at work?

Distance of office from home minutes by

Lunch starts at: Lunch finishes at:

How often are you at the office?

What sort of work do you do there?

Computer availability None Shared Computer Personal Computer

Email access Hotmail Yahoo Gmail Work email address provided

Email use OK to email at work OK to email during breaks Personal emailing not allowed

Work Schedule

Number of elementary schools

Number of junior high schools

Check here if
schedule is the
same every
week

Monday

am

pm

Tuesday

am

pm

Wednesday

am

pm

Thursday

am

pm

Friday

am

pm

Additional Information

School Profile No.1 (1/2)

Name of School

Address

Phone

Fax

Staff Information

English Teachers

Name M F

Name M F

Name M F

Name M F

Name M F

Name M F

Principal M F

Vice Principal M F

School Information

Work starts at: Work finishes at:

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

Lunch starts at: Lunch finishes at: Eat with students

Number of students Average Eng. class size

Number of Eng. teachers

Grades ALT Teaches Average No. of lessons a week

Length of lessons

Days of the week ALT teaches

School Profile No.1 (2/2)

Computer availability None Shared Computer Personal Computer

Email access Hotmail Yahoo Gmail Work email address provided

Email use OK to email at work OK to email during breaks Personal emailing not allowed

What extra-curricular activities is the ALT involved in?

Description of the School Environment

Please also describe the level of input you have in class, and class planning. Also include any additional useful info, such as, how many types of shoes are needed and whether or not lunch is provided.

School Profile No.2 (1/2)

Name of School

Address

Phone

Fax

Staff Information

English Teachers

Name M F

Name M F

Name M F

Name M F

Name M F

Name M F

Principal M F

Vice Principal M F

School Information

Work starts at: Work finishes at:

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

Lunch starts at: Lunch finishes at: Eat with students

Number of students Average Eng. class size

Number of Eng. teachers

Grades ALT Teaches Average No. of lessons a week

Length of lessons

Days of the week ALT teaches

School Profile No.2 (2/2)

Computer availability None Shared Computer Personal Computer

Email access Hotmail Yahoo Gmail Work email address provided

Email use OK to email at work OK to email during breaks Personal emailing not allowed

What extra-curricular activities is the ALT involved in?

Description of the School Environment

Please also describe the level of input you have in class, and class planning. Also include any additional useful info, such as, how many types of shoes are needed and whether or not lunch is provided.

School Profile No.3 (1/2)

Name of School

Address

Phone

Fax

Staff Information

English Teachers

Name M F

Name M F

Name M F

Name M F

Name M F

Name M F

Principal M F

Vice Principal M F

School Information

Work starts at: Work finishes at:

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

Lunch starts at: Lunch finishes at: Eat with students

Number of students Average Eng. class size

Number of Eng. teachers

Grades ALT Teaches Average No. of lessons a week

Length of lessons

Days of the week ALT teaches

School Profile No.3 (2/2)

Computer availability None Shared Computer Personal Computer

Email access Hotmail Yahoo Gmail Work email address provided

Email use OK to email at work OK to email during breaks Personal emailing not allowed

What extra-curricular activities is the ALT involved in?

Description of the School Environment

Please also describe the level of input you have in class, and class planning. Also include any additional useful info, such as, how many types of shoes are needed and whether or not lunch is provided.

School Profile No.4 (1/2)

Name of School

Address

Phone

Fax

Staff Information

English Teachers

Name M F

Name M F

Name M F

Name M F

Name M F

Name M F

Principal M F

Vice Principal M F

School Information

Work starts at: Work finishes at:

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

Lunch starts at: Lunch finishes at: Eat with students

Number of students Average Eng. class size

Number of Eng. teachers

Grades ALT Teaches Average No. of lessons a week

Length of lessons

Days of the week ALT teaches

School Profile No.4 (2/2)

Computer availability None Shared Computer Personal Computer

Email access Hotmail Yahoo Gmail Work email address provided

Email use OK to email at work OK to email during breaks Personal emailing not allowed

What extra-curricular activities is the ALT involved in?

Description of the School Environment

Please also describe the level of input you have in class, and class planning. Also include any additional useful info, such as, how many types of shoes are needed and whether or not lunch is provided.

School Profile No.5 (1/2)

Name of School

Address

Phone

Fax

Staff Information

English Teachers

Name M F

Name M F

Name M F

Name M F

Name M F

Name M F

Principal M F

Vice Principal M F

School Information

Work starts at: Work finishes at:

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

Lunch starts at: Lunch finishes at: Eat with students

Number of students Average Eng. class size

Number of Eng. teachers

Grades ALT Teaches Average No. of lessons a week

Length of lessons

Days of the week ALT teaches

School Profile No.5 (1/2)

Computer availability None Shared Computer Personal Computer

Email access Hotmail Yahoo Gmail Work email address provided

Email use OK to email at work OK to email during breaks Personal emailing not allowed

What extra-curricular activities is the ALT involved in?

Description of the School Environment

Please also describe the level of input you have in class, and class planning. Also include any additional useful info, such as, how many types of shoes are needed and whether or not lunch is provided.

Local Information (1/2)

Region

Hida Chuno Seino Tono Gifu

Type of area

City Town Village

Name

Population

Number of JETs/English speaking foreigners in same town

Please briefly describe the local area

Regions of Gifu Prefecture



Local Information (2/2)

Please describe how to get around in your area & include any additional information about your area.

Include a run down of public transportation, the location of the nearest evacuation center, and links to any websites that you have found useful.

Local Facilities

Time to nearest;

Post Office	<input type="text"/>	by	<input type="text"/>	car, bike, on foot	Convenience Store	<input type="text"/>	by	<input type="text"/>	car, bike, on foot
Pharmacy	<input type="text"/>	by	<input type="text"/>		Hospital	<input type="text"/>	by	<input type="text"/>	
ATM	<input type="text"/>	by	<input type="text"/>		ATM (foreign cards OK)	<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)				

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

- | | | |
|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Air Conditioner | <input type="checkbox"/> Futons | <input type="checkbox"/> Dishware |
| <input type="checkbox"/> Gas Stove | <input type="checkbox"/> Bed | <input type="checkbox"/> Microwave |
| <input type="checkbox"/> Washing Machine | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> TV |

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