

Handover Information For Successors

Predecessor's Name

Successor's Name

Contracting Organisation

School Name

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

School Profile 1/3

Name of School

Address

Phone

Fax

Supervisor Information

Name M F

Email Shared Office Email
 Supervisor Email

Staff Information

Principal M F

Vice Principal M F

Head of English Dept. M F

School Information

Work starts at: Work finishes at:

What time do you arrive at work?

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

Length of lessons Average No. of lessons a week

Days of the week ALT teaches

School Profile 2/3

Resources available for use in classroom

Projector and Screen Internet Connection Other
CD Player TV set

Rooms available for special classes

Computer Lab. Audio Visual Room Other
Cooking/home ec room Large meeting room

Is there a separate classroom used just for English classes? Yes No

Computer availability

None Shared Computer Personal Computer

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 continue on next page if necessary

School Profile 3/3

Additional Information

Please include details of what teaching materials you have left for your successor and any useful facts about the teachers you work with. Also include any additional useful info, such as, how many types of shoes are needed and what the lunch system is at your school.

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

Please briefly describe the local area

Include a run down of public transportation.

Regions of Gifu Prefecture



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