

Guideline for Completing Waseda University Curriculum Vitae

- ◆ Please fill out the Waseda University Curriculum Vitae using a computer, and handle the format with care. Also, please check for any incomplete sections by viewing the "Check for omissions" sheet before submission.

1. Check box at the top of the CV

<input type="checkbox"/>	I hereby declare that the information provided in this document is true and correct and that I, throughout my career, have never been subject to any disciplinary procedures or disciplinary action due to harassment.
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Please make sure to tick the box. If the statement does not apply to you, please attach a separate document (free format) with details.

2. Notation of years

Please use Western calendar years for all dates.

3. Name

- (1) Signatures and seals are not necessary.
- (2) If you are a Japanese citizen, write down your name exactly as it appears on your family register.
When writing your name in alphabet, fill in your name exactly as it appears on your passport.
(Example) Whether to use "OHNO" or "ONO" in alphabet for "大野" should depend on how it is shown on your passport.
- (3) How to fill in the "name" field if you have a nationality other than Japan
 - In the "name" field, write down your name in *kanji* or English.
Note: If writing your name in English, fill in your name in alphabet exactly as it appears on your passport.
Note: At Waseda University, it is not possible to register characters such as Á Â Ã Ä Å Æ.
Write down your family name in the "Last name" field, and your first name and middle name in the "First name" field. If abbreviating your middle name, please use a period [.].
 - Write down your name in *katakana* characters in the "Name in kana" field.

4. Gender

Please fill in gender. However, this field is not mandatory. You will not face a disadvantage in the screening process even if it is left blank.

If you are hired, the gender information from your family register will become necessary for employment management purposes. This information will be confirmed based on your residence certificate, copy of passport, copy of residence card, etc. that you will submit at the time of employment.

5. Affix photo

Affix a photo to your CV. If submitting CVs in both English and Japanese (translation of English version), affix the photo to your Japanese CV.

6. Nationality

Please fill in your nationality.

7. Status of residence

If you already have a valid status of residence working at the University, please select that status.

If you have a status of residence that requires permission to engage in activity other than that permitted under the status of residence, indicate whether or not you have the permission to engage in activity other than permitted under the status of residence.

Note: If you do not hold a valid status of residence working at the University and will be applying for one after your appointment is decided on, leave this field blank.

8. Field of specialization

Select a field from the "Fields of Specializations" sheet.

9. Research area

Describe your research area specifically.

If you are a business person, indicate your research area in a format such as "Practical business related to ○○."

10. Languages

If you use multiple languages, please list them.

11. Educational Background

(1) Write down your entire educational background without any omissions, starting with enrollment in high school.

(2) Write down the dates of entrance, graduation/completion, etc. accurately.

In principle, it is not possible to start a new post as a faculty member at Waseda University while you are registered as a student at Waseda. If you are a Waseda student at the time of filling out the form, write down the date of your graduation/completion/withdrawal.

(3) For doctoral degree, write down the date of conferment including month and day.

12. Work Experience

(1) Write down "starting (employment) date" and "completion (resignation) date" accurately, without any omissions. If you are resigning because you are accepting a new position at Waseda University, please be sure to indicate the planned date of resignation from your current position and select "Completion (scheduled completion)". Please note that if your current position is full-time and you are to be employed by Waseda University for a full-time position, it is necessary for you to have resigned from your current position at the date of appointment to Waseda University.

For "Current Position", if you are working at several universities, schools, research institutes, etc, please indicate your main current position.

- (2) Write down any work experience at Waseda University accurately starting on or after April 1, 2013 that you may have, including part-time employment such as a TA, RA, etc.
- (3) If you have experience as a lecturer at a university or school, indicate the types of employment (full-time/part-time).
- (4) If you have experience working at a corporation, research institute, etc., indicate clearly your job title and job description, etc.
- (5) If you have already resigned, write down the accurate date of your resignation.
- (6) If you have obtained a Research Fellowship for Young Scientists of Japan Society for the Promotion of Science, write down all of your experiences.
- (7) At Waseda University, it is prohibited for research associates to hold a concurrent position outside of the University. However, taking into consideration the circumstances that it is easier for a research associate to be appointed at another university after resigning their position if they have experience as a part-time lecturer, a concurrent position outside of the university will be permitted only under the following requirements.
 - The contents of your duty do not hinder your main work as a research associate of Waseda University, and do not discredit the quality of the University from a social perspective.
 - There is no risk of a special stake in your main work.
 - Your class instruction time is 4 hours per week or less.
 - The Faculty Committee, Management Committee of the Research Institute or Center, Theater Museum or Museum Consultation Committee deems the circumstances as being appropriate.

Accordingly,

- If you are already engaged as a part-time lecturer at another university, etc. at the time of your employment as a research associate, write down the job name in the Work Experience field.
- If resigning before starting as a research associate, clearly indicate your planned resignation date.
- If you will continue your post as a part-time lecturer at another university even after starting as a research associate, clearly indicate your class instruction time per week. Please notify the administrative office of the department you are affiliated with promptly after assuming your position as a research associate.

(Example) Part-time lecturer at ○○ University (resignation planned for March 31, 2019)

Part-time lecturer at ○○ University (2 hours of instruction per week)