

# AY2018 Achieve Goal Co.,Ltd. Guidelines for Applicants for an Teacher Job

## 【Job details】

### 1. Status and workplace

- ◇ Status: Contract English Teacher
- ◇ Workplace: Tokyo, Kanagawa, Chiba, Saitama and Ibaraki

### 2. The number of openings

Ten Teachers

\*Native English speaker who can give classes in English to junior and senior high school students.

### 3. Scheduled date of employment

April 1, 2018

### 4. Requirements for applicants

- ◇ Have experience in educational activities at junior or senior high school, or the like.
- ◇ Only those who are currently residing in Japan can apply for the position.
- ◇ Available to work for a minimum of one year.
- ◇ Desirably, have a teacher's license issued in Japan, or an equivalent license issued in the applicant's native country.

### 5. Application documents

- ① One resume (with an ID photo and a seal affixed)
  - ② One certificate of graduation (or completion), or one certificate of expected graduation (or completion), issued by the applicant's highest educational institution.
  - ③ One transcript of academic records issued by the abovementioned educational institution  
(If you completed or are expected to complete a graduate program, please submit both the undergraduate and graduate transcripts.)
  - ④ One copy of your teacher's license, whether you have a teacher's license issued in Japan or in your native country.
  - ⑤ Applicants who have advanced to the final selection will be directed to submit a health certificate later.
- \*Submit a certificate and a transcript issued within three months before application.
- \*Write, "Application documents for a contract English Teacher enclosed," in red on the front of the envelope.
- \*Be sure to clearly indicate in your resume the name of the subject for which you are applying for an Teacher job.

## 【Working conditions, etc.】

- ◇ Treatment (in the case of AY2017)

Salary: 3,000,000yen ~ 4,200,000yen in total per year; 250,000yen ~ 350,000yen per month

Pay raise: None

Bonus: None

Retirement allowance: None

Other allowances: Commuting allowance (Max 1,000yen/Day); overtime class allowance; and others

Working days: Monday to Saturday

Working hours: Weekdays 9:00 to 18:00 Saturday 9:00 to 18:00 \* Five-day workweek

Weekly days off are Sunday and any of Monday to Saturday.

Employment period: The contract is valid for the single academic year.

However, if your work performance is fine and if you are in good health mentally and physically, your contract may be renewed.

Other: Social insurance coverage - available

Unemployment insurance coverage - available.

Industrial accident compensation insurance coverage - available

6. Contact for application and application period

Send your application documents to Achieve Goal Co.,Ltd. by e-mail.

Posted applications must reach us by **January 31 ( Wed ), 2018.**

【Contact】

Achieve Goal Co.,Ltd. Corporate Sales Department Manager Daisuke OSAKI

HP : <http://www.achievegoal.jp> Mail : [osaki@achievegoal.jp](mailto:osaki@achievegoal.jp)

【Employment examination schedule and venue】

1. Primary screening: Document screening

2. Secondary screening: Interview

\* Only applicants who have passed the primary screening will be requested to attend an interview.

Venue: Achieve Goal Co.,Ltd.

Address: Annex Bldg. 4F 1-2-9 Yoyogi, Shibuya-ku, Tokyo.

Tel.: 03-5302-2239 (main switch number)

Access: 5mins by walk from Yoyogi Station on the JR Yamanote Line or Toei Oedo Line

5mins by walk from Kitasando Station on the Tokyo Metro Fukutoshin Line

6mins by walk from Minami Shinjuku Station on the Odakyu Line

【Inquiries】

Achieve Goal Co.,Ltd.

Person in charge: Daisuke OSAKI

HP: <http://www.achievegoal.jp>

Mail: [osaki@achievegoal.jp](mailto:osaki@achievegoal.jp)

Tel.: 03-5302-2239 (main switch number)

Reception hours: 9:00 to 18:00 on weekdays

7. On protection of personal information

◇ The documents you submit to us, including your resume, will be disposed of on our responsibility after the Teacher recruitment procedure has been completed.

◇ The personal information we acquire from submitted documents (resumes, graduation certificates, transcripts, etc.) will be used for Teacher recruitment duties (such as listing), and other related duties.