

## **2012-2013 JET Programme Reappointment Procedures**

(July/August Arrivals from English-speaking countries, France and Germany / CIR and ALT)

### **1 Reappointment Outline**

- 1.1 JET Programme appointments are for a one-year period. If both JET participant and contracting organisation are in agreement, the JET may be reappointed one more year, with two reappointments permissible (allowing for a total of three years on the Programme). If also after careful consideration the contracting organisation deems the JET's work performance, level of experience and ability to be of an exceptionally high standard, they may choose to reappoint the JET an additional two times (altogether, five years on the Programme).
- 1.2 The principle of the JET Programme is that if all parties are in agreement, a JET participant will stay on at the same contracting organisation, in the same role.
- 1.3 It is possible that a contracting organisation will be unable to reappoint due to policy changes. For this reason, JET participants should discuss reappointment with their contracting organisation supervisor as early as possible, rather than waiting until the deadline, as it may be necessary to consult with the host prefecture/designated city office.

### **2 Reappointment Procedure**

It is unacceptable to withdraw one's intention to seek reappointment after the deadline has passed. When a JET participant withdraws his/her intention to be reappointed, the contracting organisation may be left without a JET participant for the next year, inconveniencing and hindering the organisational management of the office and/or school(s) where that JET participant is placed. Therefore, a JET participant who is considering returning to his/her home country (to enter school or seek employment) should not casually request reappointment, but give careful thought before making a final decision.

- 2.1 JET participants indicate on the Statement of Intent Form (Form A-2) their intention regarding reappointment. Contracting organisations indicate their intention regarding reappointment on the Tentative Reappointment Notification Form (Form A-1).

**Deadline for Submission of the Statement of Intent Form (Form A-2): Friday, 10 February, 2012**

- 2.2 When the contracting organisation does not agree to reappoint or when the contracting organisation and the JET participant cannot reach a consensus, the host prefecture/designated city office should be contacted to discuss the situation.

- 2.3 Participants who agree to be reappointed receive the Reappointment Notification Form (Form A-3) from their contracting organisation by Friday, 17 February, 2012.

### 3 Exceptional Cases

Transferring or job-type changing is considered ONLY in exceptional cases. If circumstances render a change necessary, the JET Participant will need to discuss in advance the following with their contracting organisation and host prefecture/designated city.

#### 3.1 Job-type changes or transfers within the current host prefecture/designated city

Requests for job-type changes or transfers to a different contracting organisation within the same host prefecture/designated city are decided and implemented by the host prefecture/designated city after consultation with the contracting organisations.

##### 3.1.1 Job-type change within the same host prefecture/designated city

JET participants who require a job-type change should submit the Application for Job-Type Change or Transfer within the same Host Prefecture/Designated City (Form A-4①) to their current contracting organisation

**Deadline for application for job-type change: Friday, 4 November, 2011**

**Please Note:** Job-type changes are only possible if the contracting organisation recognises a need for such a change. Job-type changes are only possible within the current host prefecture/designated city. Results of the application will be notified (Form A-5①) by Friday, 3 February, 2012.

##### 3.1.2 Transfer to a different contracting organisation within the same host prefecture/designated city

JET participants who require a transfer to a different contracting organisation within the same host prefecture/designated city should submit the Application for a Job-Type Change or Transfer within the same Host Prefecture/Designated City (Form A-4①) to their current contracting organisation.

**Deadline for application for transfer within host prefecture/designated city: Friday, 4 November, 2011**

**Please Note:** The decision to grant a transfer is left to the discretion of the host prefecture/designated city and the contracting organisation where the transfer is requested. JET participants will not automatically be granted a transfer simply on request. Results of the application will be notified (Form A-5①) by Friday, 3 February, 2012.

### 3.2 Transfer to a different host prefecture/designated city:

JET participants who require a transfer to a contracting organisation in a different host prefecture/designated city should submit the Application for Transfer to a Different Host Prefecture/Designated City (Form A-4②) to their current contracting organisation.

**Deadline for application for transfer to a different host prefecture/designated city:**

**Friday, 4 November, 2011**

**Please Note:** In order to be granted a transfer to a different host prefecture/designated city, the JET participant must meet the criteria listed below and the current contracting organisation must be willing to make a recommendation to another contracting organisation based on the JET participant's character and attitude towards work. Only in the case where the JET participant meets the requirements for the transfer application will CLAIR confer with the requested host prefecture/designated city. It is important to keep in mind that transfers will only be granted if the desired host prefecture/designated city and contracting organisation agree. Neither CLAIR nor the JET participant's current contracting organisation or host prefecture/designated city have the power to make the requested contracting organisation accept the transfer application. In general, transfers are seldom granted to JET participants going into their fifth year. Even after the completion of all the necessary procedures, if previously undisclosed facts arise before the next appointment commences that render the JET participant unsuitable or the criteria listed below are not met, the new appointment may be cancelled. Results of the application will be notified (Form A-5②) by Friday, 3 February, 2012.

#### 3.2.1 Criteria for transferring to a different host prefecture/designated city

Please submit any documents that will support the reason for your application.

##### 3.2.1.1 Marriage

When it can be judged that it is necessary for a JET participant to be reappointed within a different host prefecture/designated city due to marriage.

*Ex.1:* Due to a JET participant's placement, he/she is unable to live with his/her spouse.

*Ex.2:* Due to the JET participant being engaged (with intention to marry during or before the next year of appointment) and unable to live with his/her future spouse should he/she continue at his/her current host prefecture/designated city.

Supporting document(s) to submit:

Marriage certificate (or other document proving marriage)

Statement from JET participant and fiancée indicating intended date of marriage

Employment verification of fiancée

##### 3.2.1.2 Nursing Care

When it can be judged that it is necessary for a JET participant to be reappointed within a different host prefecture/designated city due to the JET participant's requirement to give care to a parent or child.

*Ex.1:* When it is necessary for a JET participant to live with a parent and provide nursing care and the parent is unable to move to be with the JET participant.

*Ex.2:* When a child is sick and bedridden, and nursing is required but the JET participant would be unable to provide care if reappointed with the current host prefecture/designated city.

Supporting document(s) to submit:

Medical certificate indicating need for care from JET participant

Document proving relationship between JET participant and person needing care

#### 3.2.1.3 Health

When it can be judged that a JET participant's health would be affected by reappointment within the current host prefecture/designated city.

*Ex.1:* When a JET participant is suffering from an illness and the only hospital that can provide treatment is within a different host prefecture/designated city.

*Ex.2:* When a participant is suffering from severe allergies, etc. and the only solution is to transfer to a different host prefecture/designated city.

Supporting document(s) to submit:

Medical certificate

#### 3.2.1.4 Other

(a) When it can be judged that a participant is unable to be reappointed within the current host prefecture/designated city due to changes in the host prefecture/designated city's policies or to a reduction of JET participant numbers.

*Ex.1:* Due to amalgamations of local governments and/or budget reductions requiring the number of JET participants to be reduced, extension of appointment is not possible with the current contracting organisation and there is no possibility of relocation within the current host prefecture/designated city.

(b) When there is a reason outside the above and the only solution involves relocating to another host prefecture/designated city.

#### Please Note:

(1) Transfers are not guaranteed. Even when CLAIR supports an application, there are cases where a host prefecture/designated city cannot be found to take in the JET participant.

(2) It is the responsibility of the JET participant to gather and provide official documents to support and explain the reason for an application for transfer.

(3) JET participants still have the option of applying for reappointment with their current contracting organisation if their request for a transfer is not successful.

(4) When processing applications for transfer, it is foreseeable that the target host prefecture/designated city will directly contact the current host prefecture/designated city; transfer necessity will be determined by carefully reviewing the applicant's reason(s) and supporting documentation.

(5) The following are examples of reasons that are inadmissible when applying for a transfer to a different host prefecture/designated city:

*\* I want to move to ... Prefecture because I requested it when I applied.*

*\* In order to improve my Japanese, I want to live in a city with a Japanese language school.*

*\* My abilities are not being utilised in my current workplace.*

*\* Work place relations and atmosphere are not good.*

*Etc.*

## 4 Schedule (Dates are to be Strictly Observed)

<b>Distribution of Materials</b> (Contracting organisation → JET participant)	<b>Friday, 7 October, 2011</b>
<b>Application for Job-Type Change or Transfer within the same Host Prefecture/Designated City (Form A-4①)</b> (JET participant → Contracting organisation)	<b>Friday, 4 November, 2011</b>
<b>Application for Transfer to a Different Host Prefecture/Designated City (Form A-4②) Submission Deadline</b> (JET participant → Contracting organisation)	<b>Friday, 4 November, 2011</b>
<b>Notification of results for:</b> <b>Job-Type Change or Transfer Application</b> (Contracting organisation → JET participant)	<b>Friday, 3 February, 2012</b>
<b>Statement of Intent Form Submission Deadline</b> <b>Form A-2</b> (JET participant → Contracting organisation)	<b>Friday, 10 February, 2012</b>
<b>Reappointment Notification Form</b> <b>Form A-3</b> (Contracting organisation → JET participant)	<b>Friday, 17 February, 2012</b>

## 5 Notes for Completion of Forms

### 5.1 Form A-2: Statement of Intent

5.1.1 To be submitted to your current contracting organisation regardless of your decision regarding reappointment.

5.1.2 Neatly print in block letters the name of your contracting organisation, the name of your host prefecture/designated city and your own name in the spaces provided.

5.1.3 In the case of disagreement between the two parties, negotiations may become necessary. Please do not wait until the deadline, but submit application forms as early as possible.

5.1.4 If you have questions or concerns about your contracting organisation's decision regarding reappointment, please consult with your contracting organisation supervisor directly.

5.2 Form A-4①: Application for Job-Type Change and Transfer within the same Host Prefecture/Designated City

Form A-4②: Application for Transfer to a Different Host Prefecture/Designated City

- 5.2.1 To be submitted to your current contracting organisation if you wish to apply for a job-type change or transfer to a contracting organisation within your current host prefecture/designated city (Form A-4①) or to a contracting organisation within a different host prefecture/designated city (Form A-4②). Please discuss with your contracting organisation well in advance.
- 5.2.2 Neatly print in block letters the name of your contracting organisation, the name of your host prefecture/designated city and your own name in the spaces provided.
- 5.2.3 Provide your signature and date signed in the spaces provided.
- 5.2.4 When applying for a transfer to a contracting organisation in a different host prefecture/designated city, provide the name of the contracting organisation you would like to transfer to or clearly explain the conditions for a suitable contracting organisation (ex.: the area your spouse lives in, an area close to a certain hospital, etc.). CLAIR will review your application based on the information you provide.
- 5.2.5 When applying for a transfer to a contracting organisation in a different host prefecture or designated city, provide documentation that will support your reason and circumstances.