



**MCIA**

**FRIENDSHIP, GOODWILL AND  
COOPERATION FOR A BETTER WORLD**

# **Become an Assistant English Teacher in Mito, Japan**

**Dates: April 1, 2014 to  
March 31, 2015**

**Sponsored by the Mito  
Educational Research  
Center and Mito City  
International Association**

## **MAKE A DIFFERENCE**

Mito City International Association  
6-59 Bizen-Machi, Mito City  
Ibaraki, Japan 310-0024

Phone: 714-281-2917  
E-mail: [henrisoucy@gmail.com](mailto:henrisoucy@gmail.com)

MCIA, a Mito City International Association, seeks to provide Mito businesses and its citizens opportunities for business development, cultural enrichment, education and information exchanges, and to foster a greater understanding of diverse world populations.



Since 1976 Anaheim and Mito, Japan have been Sister Cities enriching so many lives.

This is a unique opportunity to teach English in Mito, Japan for the school year from April 2014 through March 2015.

Please see the attached for the school days, salary, holidays and apartment compensation.

Please contact Henri Soucy at home (714) 281-2917 or cell phone (562) 547-9909 if you have any questions.

**Deadline: December 01, 2013**

See requirements on Page 2.

If you qualify, mail your application, resume, 2 letters of recommendation, copy of diploma and 2 Color Passport Sized Photos to :

Henri Soucy

c/o AET Program

8041 E. Desert Pine Drive  
Anaheim, CA 92808-2414

# Recruitment of Mito AET (Assistant English Teacher)

1. **Place:** Junior High School or Elementary School (including kindergarten & nursery school) in Mito City
2. **Contract:** from April 1 to March 31 of the next year
3. **Job:** To help Japanese teachers and the students in teaching English
4. **Requirements:**
  - Be a native English speaker.
  - Have a Bachelor degree before submitting application. Must reside in the State of California.
  - If you have a dual citizenship of Japan and USA, you must renounce the Japanese Citizenship and provide proof before applying for an Assistant English Teacher position.
  - Be less than 30 years of age. But can be older.
  - Not have lived in Japan for 3 or more years.
  - Have excellent English skills in speaking and in writing
  - Have a well-balanced way of thinking.
  - Have good mental and physical health. If selected your doctor will have to provide a letter of good health.
  - Have a genuine interest in teaching English in Japan.
  - Complete the 3-page Application form for Assistant English Teacher.
  - Provide a resume, two Letters of Recommendation from people who are not related to you
  - Copy of your College Diploma and 2 Color Passport Sized Photos
  - An AET cannot have a tattoo. They are considered socially-inappropriate behavior especially for an AET.
5. **Conditions:**
  - Contracts are on a year to year basis. They can be renewed at the Mito Educational Research Center's discretion.
  - Preference is for AETs to stay for 2 years or more.
  - An AET will pay for their airfare to and from Japan. They will be reimbursed by Mito.
  - Days; Monday to Friday    Hours in principle, 8:30am to 4:45pm  
(Excluding one hour break)
  - Salary; 280,000 Yen monthly (310,000 Yen from third year)
    - Commutation allowance to school (from 2km, not for walking)
    - Subtraction (health insurance, social security, pension and tax). The subtraction for health insurance and social security is about 40,000 yen per month. AETs will be exempt from taxation for 2 years by US-Japan tax treaty, so the salary will be plus 30,000 yen worth of tax from the third year. (It depends on the nationality.)
  - Holidays; Saturday, Sunday and national holidays, in principle
    - Pay Holidays (20 days a year)
    - Medical Holiday (within 20 days)
    - The other holidays said in Terms and Conditions of Employment for Assistant English Teachers in Mito City
  - Apartment; live in an apartment Mito City prepares (AET partly pays). The apartment cost per month will be about 40,000 - 50,000 yen for single, 55,000 - 60,000 yen for couple. (It depends on the location, condition, age of the building, etc.) The AET have to pay about the half of the cost. (In the case of couple, just one of them have to pay.)
6. **References:**
  - Terms and Conditions of employment for Assistant English Teacher in Mito City
  - The Rules and the Application of the Regulations on Salary and Travel Expenses for Assistant English Teachers in Mito
  - The Regulations on Salary and Travel Expenses for the Assistant English Teacher in Mito

# **Recruitment of Mito AET (Assistant English Teacher)**

**Mito Contact:**

Mr. Yasuyuki Hosoya (Teachers' Consultant of English)  
Mito Educational Research Center  
978-5 Kasaharacho, Mito City, Ibaraki 310-0852 Japan  
Tel. 029-244-1331 Fax. 029-244-6708  
E-mail: [soukeigo@magokoro.ed.jp](mailto:soukeigo@magokoro.ed.jp)

**Anaheim Contact:**

Henri Soucy (Mito City International Association)  
8041 E. Desert Pine Drive  
Anaheim, CA 92808-2414  
Tel. 714-281-2917  
E-mail: [henrisoucy@gmail.com](mailto:henrisoucy@gmail.com)

# **Schedule to adopt Assistant English Teacher (AET) from Southern California**

<b>November-December</b>	<Mito> make the determination of the number of new AETs required <OC > start the recruitment and collecting of resumes
<b>December</b>	<Mito> ask for the recommendation of the candidates and providing the information about the paperwork (OC > reading the resumes, conducting the interviews and making a decision
<b>January</b>	<Mito> receiving the resumes of the candidates asking them to prepare their paperwork for applying for the Certificate of Eligibility <OC > collecting their paperwork and having training about the Japanese culture and their jobs
<b>February</b>	<Mito> sending letters to each person that Mito will accept as an AET and giving information of the schedule until they start their jobs. Receiving their paperwork and applying for the Certificate of Eligibility at Tokyo Immigration Office <OC > sending their paperwork to Mito, answering their questions about their jobs, life in Japan and the Visa
<b>March—April</b>	<Mito> sending the certificates to the candidates and waiting for their working Visa's <OC > receiving the certificates from Mito, applying for their work Visa with the Certificate at the Japanese Consulate in Los Angeles and buying airplane ticket to Japan
<b>April</b>	<Mito> meeting new AETs at Narita Airport <OC > starting their new life's in Japan and training for about 5 days
<b>By End of April</b>	<AET> starting to teach at each school

# MITO MUNICIPAL BOARD OF EDUCATION

## APPLICATION FORM FOR ASSISTANT ENGLISH TEACHER

1. Name: \_\_\_\_\_ Sex: M / F Age: \_\_\_\_\_

2. Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

3. Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Phones: \_\_\_\_\_

### 5. Higher Educational Institutions You Attended:

(1) Name of School: \_\_\_\_\_ Major: \_\_\_\_\_

Periods: \_\_\_\_\_ Degree: \_\_\_\_\_

(2) Name of School: \_\_\_\_\_ Major: \_\_\_\_\_

Periods: \_\_\_\_\_ Degree: \_\_\_\_\_

(3) Name of School: \_\_\_\_\_ Major: \_\_\_\_\_

Periods: \_\_\_\_\_ Degree: \_\_\_\_\_

### 6. Occupational Experiences:

(1) Name and Address: \_\_\_\_\_

Date Employed: \_\_\_\_\_

Positions/Responsibilities: \_\_\_\_\_

(2) Name and Address: \_\_\_\_\_

Date Employed: \_\_\_\_\_

Positions/Responsibilities: \_\_\_\_\_

### 7. Families:

<Name>

<Age>

<Relationship>

<Occupation>

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# MITO MUNICIPAL BOARD OF EDUCATION

## APPLICATION FORM FOR ASSISTANT ENGLISH TEACHER

### 8. International Experiences:

<Country>

<Purposes>

<Dates>

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### 9. Foreign Language Facilities:

(1) Foreign Languages You Studied: \_\_\_\_\_

(2) Your Japanese Ability:

(0=none    1=very little    2=able to get around    3=conversational ability    4=able to use fluently)

Listening\_\_\_\_\_ Speaking\_\_\_\_\_ Reading\_\_\_\_\_ Writing\_\_\_\_\_

### 10. Teaching English as a Second Language:

(1) University Course Taken in TESL:

Course Title\_\_\_\_\_ Date Attended\_\_\_\_\_

(2) Experiences in Teaching English as a Second Language:

### 11. Personal Data:

(1) Is this a good stage in your life to come to Japan? Why?

(2) What would you hope to gain from your experience as an AET in Mito City?

(3) Please provide the names and addresses of two people in your country who should be contacted in the event of an emergency.

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone# \_\_\_\_\_ Phone# \_\_\_\_\_

# **MITO MUNICIPAL BOARD OF EDUCATION**

## **APPLICATION FORM FOR ASSISTANT ENGLISH TEACHER**

### **12. Medical Data:**

(1) List any medication currently being taken?

(2) List Drug Allergies, If any?

(3) Do you have asthma? Yes or No

(4) List any illnesses in the past year?

I certify that the statements included in this application are true to the best of my knowledge. I also agree to accept personal responsibility to see that all application instructions are complied with and the understanding that this application will become the property of the council of the Mito Board of Education and will not be returned.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_