Instruction for filling out the application forms

**Common to all forms**

・All forms must be written in Japanese or English.

・Fill in the forms in chronological order (oldest to newest).

・Application forms should not be stapled together so that we can make their copies.

**(Form 1)Curriculum vitae**

【Education】

・Fill in your academic background starting from undergraduate education.

【Academic Degree】

・Fill in your academic degree (bachelor, master and doctor).

【Professional Experience】

・If you have a period of unemployment, explain the gap.

【Overseas Training etc.】

・You can fill in your overseas training courses if they are related to your research.

**(Form 2) List of achievements**

・Put the serial numbers on items in each category.

・List all authors’ names, translators’ names or presenters’ names, and underline your name.

・If you write about sharing writings in “Books”, specify which section you contributed.

・If you write about translated books, indicate it.

・You cannot include publications under submission.

・If you write publications in press, indicate it and attach the certifying document.

・You cannot include conference abstracts.

・Put the mark \* on the number of your SCI / SSCI / A&HCI publications.

・Choose 10 major publications representing your achievements in the last 10 years from “Books”, “Reviews” and “Original Papers (refereed)” , and circle the listed numbers.

・Attach reprints or photocopies of the above 10 major publications with the same numbers as the ones on the Form 2 on the upper right corner of their first page.

・When you write the publications that have Impact Factors, add the values referring to “2015 Journal Citation Reports” by Thomson Reuters. (e.g. IF: 5.33 … rounding off to two decimal places)

・When you write Times Cited, add the values referring to ”Web of Science” by Thomson Reuters.

**(Form 3) Summary of 10 major publications**

Write a summary of the above 10 major publications in either Japanese (approximately 2000 characters), or English (approximately 1000 words).

**(Form 4) Aspirations for education and research**

Write your aspirations for education and research in either Japanese (approximately 2000 characters), or English (approximately 1000 words).

 (Form 1)

Curriculum vitae

|  |  |  |  |
| --- | --- | --- | --- |
| (Kana)Name in Full | (　　　　　　　　　　　) | Seal or Signature |  |
| Sex |  | Date of Birth(Year/Month/Day) |  |
| PresentAddress | (zip code: ) TEL: E-mail: |
| CurrentAffiliation |  | Position |  |
| AffiliationAddress | (zip code: ) TEL: E-mail: |
| Affiliated Academic Society, Position |  |

|  |  |
| --- | --- |
| Date(Year/Month/Day) | 【Education】\*Name of University, Faculty, Department, Laboratory【Academic Degree】 \*Title, Major Field, Conferring University【Licensure and Certification】\*Title, License Number【Professional Experience】\*Name of Organization, Department, Laboratory, Position【Overseas Training etc.】 |

(Form 2)

List of achievements

 (Name)

|  |
| --- |
| 【Books】\*Authors or translators (all in order), Title, pp., Publisher, Year (e.g. 1. Hiroshima T: Epidemiologic aspects of ････. Comprehensive Handbook of ････: pp 100-150, Elsevier, 2005)【Reviews】\*Authors (all in order), Title, Name of Journal, vol, pp., Year, Impact Factor, Times Cited【Original Papers (refereed)】\*Authors (all in order), Title, Name of Journal, vol, pp., Year, Impact Factor, Times Cited (e.g. 1.\* Hiroshima T, Suzuki I, Tanaka H: The relationship between ････. Scientific Reports, 15: 200-215, 2007, IF:5.00, TC:10)【Original Papers (non-refereed)】\*Authors (all in order), Title, Name of Journal, vol, pp., Year【Teaching Experience (Undergraduate Course)】\*Target Schools, Period, Subject Name (e.g. 1. School of Pharmaceutical Sciences, 2010-2015, Practice of Pharmaceutics)【Research Supervision on Dissertation (Master’s or Doctoral Course)】\*Dissertation Name, Period, Part which you supervised【Social Contributions】【Acquisition of Research Funds】\*Name of Fund, Distinction of Role (Representative or Collaborator), Allotted Amount of Money, Period (e.g. 1. KAKENHI Scientific Research(C), Representative, 2,000,000yen, 2013-2015)【Awards】\*Award Name, Date(Year/Month/Day)【Patents】\*Distinction of Applying or Registered, Invention Name, Investor’s Name, Summary of the Patent, Patent Number【Presentations at International Conferences】\*Presenters (all in order), Title, Conference Name ,Year |

(Form 3)

Summary of 10 major publications

　　　　　　　　　　　　　　　　　　　　　　　　　　Name

(Form 4)

Aspirations for education and research

　　　　　　　　　　　　　　　　　　　　　　　　　　Name