

ESSENTIAL INFORMATION FOR INCOMING JETs

Please e-mail this to your successor upon completion of this form.

Current JET's name:

Future JET's name:

Date filled out *(It is possible that housing arrangements can change between the date this document is filled out the date that the new JET arrives at site):*

Home landline number: +81

Home street address:

Home street address in Japanese:

Work telephone number: +81

Supervisor's name:

Work street address:

Pre-Departure

What to pack:

What NOT to pack:

What to send ahead:

What you'll need for Tokyo and prefectural orientations:

HOUSING INFORMATION

Your JET home can be considered:

New	Old	Centrally located	Isolated from center
Huge	Spacious	Comfortable	Small

Your apartment will include the following **checked items and appliances**:

LCD Television	Air conditioner	Kerosene heater	Fan	Washing machine	Clothes Dryer
Futon	Blankets	Sheets	Rice cooker	Bed	Microwave
Rug	Kotatsu (heated table)	Coffee maker	De-humidifier	Bread maker	Waffle maker
DVD Player	Desk and chair	Vacuum cleaner	Toaster	Pots and pans	Refrigerator
Dishes and glasses	Blender	Small oven	Tea kettle	Hair dryer	Electric blanket
Electric carpet	Silverware	Hangers	Dresser	Towels	

Please share in the **red box** any tips for using high maintenance appliances. Example: The washing machine won't work unless you hit it twice on the sweet spot and you prop something up against the electrical outlet.

You may encounter the following **unwanted house guests** while living in your JET home:

Cockroaches ゴキブリ	Ants あり	Spiders クモ	Mice ねずみ	Bats こうもり
Centipedes ムカデ	Bees はち	Mites ダニ	Wasps ハリバチ	Hornets スズメバチ

Please share in the **red box** any improvised techniques and include any purchased products. Please include the product names in Japanese and English and where you purchased the items.

Garbage arrangements and color codes of bags

NEW JETs: Since recycling and trash removal is different for each town/region, you should receive more detailed information upon your arrival at your site. This is important information to understand.

Red Bags are for:	In this community, burnable trash (燃えるゴミ) includes:
Dark Blue Bags are for:	
Yellow Bags are for:	
White Bags are for:	In this community, non-burnable (燃えないゴミ) trash includes:
Silver Bags are for:	
Golden/Orange Bags are for:	
Brown bags are for:	
Light Blue Bags are for:	
Green Bags are for:	Other:

Example trash/recycle bags (Some towns require you to write your name on the bag):



COMMUNITY AND CONTACT INFORMATION

The following **establishments** are within 3km (1.86 miles) of your JET home. 

Hospital 病院	Clinic 診療所 or クリニック	Park 公園	City Hall 市役所	Board of Education 教育委員会
Train Station 列車駅	Bookstore 書店 or 本屋	Home Improvement Store 日曜大工店	Convenience store コンビニ	Elementary School 小学校
Gymnasium 体育館	Grocery store 食料品店	DVD rental store ビデオレンタル店	Library 図書館	Junior High School 中学校
Gas station ガソリンスタンド	Bank 銀行	Bus Stop バスのりば	Police Station 警察署 or 交番	Senior High School 高等学校
Travel Agency 旅行代理店	Other ALT apartments	Bakery パン屋	Dry Cleaners クリーニング店	Mechanic 自動車整備士
Dentist 歯科医院	2 nd hand store 古着屋	Love hotel ラブホテル	Pachinko パチンコ	Hostess Club ホステスクラブ

The following are **potential contacts and resources** in your local community and region.

Example: Other JETs, other foreigners, Japanese people who speak English, Japanese people who are interested in communicating with foreigners.

Your **supervisor** has the following **English ability**. ✓

Native level	Conversational level	Basic level	None
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You supervisor's contact information

Work phone number:	Work e-mail:
Cell phone number:	Cell e-mail:

FINANCES, EXPENDITURES AND UTILITIES

After taxes and rent your monthly salary is *typically*:

Payday is *typically* (date of the month):

To fill up a tank of gas, it typically costs:

Utilities: average monthly bills, tendencies of bills

Electricity	Water:
Rent:	Gas:
Cell Phone:	Internet:

Methods used to send money home:

ARRIVING SCHEDULE AND WORK ROUTINES

For the first seven days at your site (after Tokyo Orientation) you can expect the following:

Date	Content/ Event	Explanation
DAY 1		
DAY 2		
DAY 3		
DAY 4		
DAY 5		
DAY 6		
DAY 7		

A Typical Day at work (1 of 4)

Name of workplace:		
Name of person in charge:		Male:
		Female:
Number of staff:	Number of JTEs:	Number of students:
Frequency of school visits: /month		/week
Language ability of students:		Attitude of students:
Time schedule	Time	Content
Morning Meeting protocol: Standing or sitting? What time does it start? Is it mandatory?		
Cleaning (掃除) protocol: Where to clean, who to clean with and how often		
Things to look out for in the office: 英語、短縮、掃除, etc.		
Commute to work: times, routes, shortcuts, dangerous spots, convenience stores along the way		
Dress code: Suit, skirt or slacks or jumpsuit and sweats?	Formal attire:	Sweatsuit:
	Other:	

A Typical Day at work (2 of 4)

Name of workplace:		
Name of person in charge:		Male:
		Female:
Number of staff:	Number of JTEs:	Number of students:
Frequency of school visits: /month		/week
Language ability of students:		Attitude of students:
Time schedule	Time	Content
Morning Meeting protocol: Standing or sitting? What time does it start? Is it mandatory?		
Cleaning (掃除) protocol: Where to clean, who to clean with and how often		
Things to look out for in the office: 英語、短縮、掃除, etc.		
Commute to work: times, routes, shortcuts, dangerous spots, convenience stores along the way		
Dress code: Suit, skirt or slacks or jumpsuit and sweats?	Formal attire:	Sweatsuit:
	Other:	

A Typical Day at work (3 of 4)

Name of workplace:		
Name of person in charge:		Male:
		Female:
Number of staff:	Number of JTEs:	Number of students:
Frequency of school visits: /month		/week
Language ability of students:		Attitude of students:
Time schedule	Time	Content
Morning Meeting protocol: Standing or sitting? What time does it start? Is it mandatory?		
Cleaning (掃除) protocol: Where to clean, who to clean with and how often		
Things to look out for in the office: 英語、短縮、掃除, etc.		
Commute to work: times, routes, shortcuts, dangerous spots, convenience stores along the way		
Dress code: Suit, skirt or slacks or jumpsuit and sweats?	Formal attire:	Sweatsuit:
	Other:	

A Typical Day at work (4 of 4)

Name of workplace:		
Name of person in charge:		Male:
		Female:
Number of staff:	Number of JTEs:	Number of students:
Frequency of school visits:	/month	/week
Language ability of students:		Attitude of students:
Time schedule	Time	Content
Morning Meeting protocol: Standing or sitting? What time does it start? Is it mandatory?		
Cleaning (掃除) protocol: Where to clean, who to clean with and how often		
Things to look out for in the office: 英語、短縮、掃除, etc.		
Commute to work: times, routes, shortcuts, dangerous spots, convenience stores along the way		
Dress code: Suit, skirt or slacks or jumpsuit and sweats?	Formal attire:	Sweatsuit:
	Other:	