

PRIVACY ACT STATEMENT

AUTHORITY : 5 US Code Section 552a(e)(3)

PRINCIPAL PURPOSE(S) : To maintain personal history statement from employees.

ROUTINE USE(S) : Used by both USFJ installations and the Government of Japan in collecting personal history statement.
The information provided may be disclosed to any DoD component in the pursuit of their official duties.

WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:

The information solicited in this form is mandatory for officials of both USFJ installations and the Government of Japan collecting personal history statement. Failure to furnish this information may impede processing the employment action in accordance with Master Labor Contract , Marines Contract , and Indirect Hire Agreement.

PERSONAL HISTORY STATEMENT 履歴書				PART A - GENERAL INFORMATION			
記入欄が不足の時は別紙に項目番号をつけて記入して下さい				IF MORE SPACE IS REQUIRED, USE SEPARATE SHEETS OF PAPER IDENTIFYING EACH ITEM BY NUMBER.			
1. 氏名(フリガナ)		2. 生年月日		1. NAME (Last, First) Tokyo, Taro		2. DATE OF BIRTH 12 Dec 1970	
3. 現住所 (〒 -)				3. PRESENT ADDRESS 〒 111 - 0000) 1-1-1 OO-cho, Minato-ku, Tokyo			
4. 電話番号(自宅又は携帯)		4. HOME OR CELLULAR PHONE NO.		5. WORK PHONE NO.		6. SEX	
		03-111-1111		03-999-9999		M	
7. Eメールアドレス				7. E-MAIL ADDRESS lmo-031@gmail.com			
8. 健康状態および身体障害の種類、等級、傷痕などの特徴				8. PHYSICAL CONDITIONS, KIND & DEGREE OF HANDICAPS, SCARS, ETC. Excellent			
9. 国籍		9. CITIZENSHIP		10. RESIDENCE CARD NO. AND PERIOD VALIDITY			
		Japanese		N/A			
11. 米国人		11. ARE YOU A SPOUSE OR A FAMILY MEMBER OF U.S. MILITARY/CIVILIAN?		<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO	
12. 学校		12. EDUCATION (IN CHRONOLOGICAL ORDER)		YEAR-MONTH		GRADUATED YES NO	
学科		SCHOOL		FROM			
所在地		ADDRESS		TO			
学校		SCHOOL		FROM			
学科		COURSE		TO			
所在地		ADDRESS		FROM			
学校		SCHOOL		TO			
学科		COURSE		FROM			
所在地		ADDRESS		TO			
学校		SCHOOL		FROM			
学科		COURSE		TO			
所在地		ADDRESS		FROM			
学校		SCHOOL		TO			
学科		COURSE		FROM			
所在地		ADDRESS		TO			

Enter the phone number that you can be reached during daytime.

Write ALL citizenships if you have more than one citizenship. If you are NOT Japanese citizen, attach a copy of your valid residence card or special permanent resident certificate, passport, and VISA for permanent residence.

13. 免許証、証明書、その他の技能、資格		13. LICENSES, CERTIFICATES, AND JOB-RELATED SKILLS	
<p>Annotate your score of language proficiency test such as TOEIC, if any. Attach a copy of certificate of all your qualifications and licenses to this form.</p>		<ul style="list-style-type: none"> Ordinary Driver's License, 19XX Certificate of Software Development Engineering, 20XX ○○ License, 20XX TOEIC (870), 20XX <p>I am able to lift up 10kg objects.</p>	
14.		14. LIST ALL EMPLOYMENT (STARTING FROM MOST RECENT, INCLUDING PERIODS OF UNEMPLOYMENT)	
雇用主又は会社名	年	EMPLOYER	YEAR-MONTH
住所		DD Store Co., Ltd.	
職種		ADDRESS	FROM
退職理由		1-1 ○○-cho Shinagawa-ku, Tokyo	Apr 2005
		POSITION	TO
		Sales Clerk	Present
		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	CC System Development CO., Ltd.	
退職理由	まで	ADDRESS	FROM
		1-1 ○○-cho Shinjuku-ku, Tokyo	Feb 1999
		POSITION	TO
		System Engineer	Mar 2005
		REASON FOR LEAVING	
		Low wage	
雇用主又は会社名		EMPLOYER	
住所	より	Unemployed	
退職理由	まで	ADDRESS	FROM
		1-1 ○○-cho Shinjuku-ku, Tokyo	Oct 1998
		POSITION	TO
			Jan 1999
		REASON FOR LEAVING	
雇用主又は会社名		EMPLOYER	
住所	より	BB Insurance Inc.	
退職理由	まで	ADDRESS	FROM
		1-1 ○○-cho Shibuya-ku, Tokyo	Apr 1996
		POSITION	TO
		Sales Staff	Sep 1998
		REASON FOR LEAVING	
		Voluntary resignation due to reduction of the operation department	
雇用主又は会社名		EMPLOYER	
住所	より	AA Software Company	
退職理由	まで	ADDRESS	FROM
		1-1 ○○-cho Suginami-ku, Tokyo	Apr 1993
		POSITION	TO
		Programmer	Mar 1996
		REASON FOR LEAVING	
		Constant overtime	
15. 法律違反のために逮捕、起訴、又は有罪の判決をこれまでに受けたこと(交通事故及び(専攻を命ずる)法違反がない場合は「ない」と記入する)		15. ENTER COMPLETE CIRCUMSTANCE IF YOU HAVE BEEN ARRESTED, INDICTED, OR CONVINCED FOR ANY VIOLATION OF LAW (INCLUDING TRAFFIC VIOLATION AND ACCIDENTS). IF NONE, SO STATE.	
		None	
16. この履歴書中の全ての項目について、もし虚偽の記述をここに記入した事柄は私の知る限り、また信じる限り事実として署名します。 I UNDERSTAND THAT FALSIFICATION OF ANY ITEM HEREIN WILL RESULT IN THE IMMEDIATE TERMINATION OF MY EMPLOYMENT OR DISAPPOINTMENT IN MY APPLICATION. I PLACE MY SIGNATURE IN CERTIFICATION THAT THE INFORMATION CONTAINED HEREIN IS THE TRUTH TO THE BEST OF MY KNOWLEDGE AND BELIEF.		16. SOURCE OF JOB INFORMATION, IF APPLICABLE () PUB EMP SCTY OFF () NEWSPAPER (x) OTHER (Specify) () USFJ EMPLOYEE (Name, Activity, Phone) I browsed LMO's Home Page and found out the information of recruitment.	
DATE 年月日	SIGNATURE OF APPLICANT 求職者の署名	HAN 印	
1 Jan 20XX	Taro Tokyo	印	