

**2016 Application Worksheet for OIST Faculty Positions**

All applications for employment must be submitted online. OIST does not accept emailed or mailed applications.

Since the online application system does not allow temporary data storage, use this form to prepare all necessary information in advance. Once you have filled out the worksheet, copy the data into the appropriate fields of the online Application Form.

If you have any technical problems with the application, please contact [faculty-recruiting@oist.jp](mailto:faculty-recruiting@oist.jp)

\*Mandatory field

|  |  |
| --- | --- |
| **FACULTY POSITION** | |
| Research Area\*: | (Select the appropriate field on the Application Form) |
| If other, please specify: |  |
| Apply for tenure-track  or tenured position\*: | (The level of appointment will be discussed at a later point.) |

|  |  |
| --- | --- |
| **APPLICANT INFORMATION** | |
| Title\*: |  |
| First Name\*: |  |
| Last Name\*: |  |
| Preferred Name: |  |
| Gender, Date of Birth, and Citizenship may be needed for visa applications and for the OIST statistical database. | |
| Gender\*: |  |
| Date of Birth\*: | yyyy/mm/dd |
| Citizenship\*: |  |
| Mailing Address\*: |  |
| City\*: |  |
| State/Prefecture: |  |
| Zip/Postal Code: |  |
| Country\*: |  |
| Business Email\*: |  |
| Contact Email\*: |  |
| Contact Phone\*: |  |
| Skype ID: |  |

|  |  |
| --- | --- |
| **CURRENT POSITION** | |
| University/Institution\*: |  |
| Country\*: |  |
| Department\*: |  |
| Position Title\*: |  |

|  |  |
| --- | --- |
| **APPLICATION DOCUMENT** | |
| Please submit documents in PDF format only (maximum upload size is 8MB per document). | |
| Letter of Intent\*: | Include a brief statement (up to 2 pages) explaining how your research program will benefit from the specific environment at OIST and the direct funding provided. |
| Curriculum Vitae\*: | Submit your curriculum vitae (including list of publications). |
| Summary of  Previous Research\*: | Summary (up to 5 pages) of your current research. |
| Research Proposal\*: | Proposal (up to 5 pages) of your future research plans. |
| Title of Research  Program\*: | Descriptive title for your proposed research program. |
| Teaching Statement\*: | Short statement about your experience with and plans for teaching and mentoring at a University level. |

|  |
| --- |
| **IMPORTANT PUBLICATIONS** |
| Provide the journal reference for three publications that best represent your research. For each reference, provide a short statement (<1000 words) that summarizes the importance of the selected publication and your contribution to it. Please include a PDF copy of each publication with your application. Articles should be published, in press, or accepted for publication. |
| Reference and Statement for Publication 1\*: |
| Reference and Statement for Publication 2\*: |
| Reference and Statement for Publication 3\*: |

|  |
| --- |
| **REGARDING THIS APPLICATION** |
| If your application is successful, when could you start (current notice period)? \* |
|  |
| How did you first find out about this vacancy (name of website)? Please be specific.\* |
|  |

|  |  |
| --- | --- |
| **CREDENTIAL CHECKING** | |
| For the purposes of verification, I give my consent for OIST to communicate with and to obtain information about me from the academic institutions included in my curriculum vitae, in order to confirm my qualifications. | |
| I consent\*: | Yes  No |
| Special Circumstances (e.g. employers who should not be contacted). Please provide a minimal explanation. | |
|  | |

|  |  |
| --- | --- |
| **DECLARATION** | |
| * I declare that the above information and any attachments that I have submitted to OIST in applying for this position are complete, accurate, and correct, and that I have not omitted any information that would affect the decision to employ me. * I understand that if I am successful in my application and it is subsequently discovered that information I have submitted is incomplete, inaccurate, or false, or that I have failed to disclose necessary information, my employment may be terminated.   **EVALUATIVE MATERIAL:**   * I acknowledge that written comments and assessments of my suitability constitute evaluative material and that these materials will not be released to me. Only persons directly involved in the recruitment process will have access to this information. | |
| I consent to the above declaration\*: | Yes  No |
| Date of indication of consent\*: | yyyy/mm/dd |