

\* If you receive multiple job offers, submit a report for each job offer, including those that you have turned down.

<p>この用紙を全て記入し、お名前・住所の欄にお名前を記入してください。</p> <p>Please list down the names of communication organizations in which you have declined the job-offers.</p>	
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>	
<p align="center"><b>キャリアアワードの個人履歴の欄を記入してください</b></p> <p align="right">2014年4月 生涯職業アワード委員会 キャリアアワード委員会</p>	
<p>生涯職業アワードのキャリアアワード（以下、「キャリアアワード」という。）は、「個人履歴の欄」に関する設問および「特別他人の履歴の欄」に関する設問を、キャリアアワードの応募者自身またはその上の子が記入します。</p>	
<p><b>＜特別他人の履歴＞</b></p>	
<p>キャリアアワードにおいて特別他人の履歴とされた個人履歴の記入は以下のとおりです。</p> <p><b>■特別他人の履歴とは</b>、特別他人と関係する本人または本人の親類、生涯職業アワードの応募者本人またはその上の子、親類、友人、知人、同僚、先輩、後輩、就職先等に該当する方です。</p>	<p>「特別他人の履歴」とは、特別他人と関係する本人または本人の親類、生涯職業アワードの応募者本人またはその上の子、親類、友人、知人、同僚、先輩、後輩、就職先等に該当する方です。</p>
<p><b>■特別他人の履歴の記入方法</b>、履歴の記入方法</p> <p>特別他人の履歴は、生涯職業アワードの応募者本人またはその上の子が特別他人の履歴とされた個人履歴と、中央会の事務局職員、会計職員、事務の委託会社（中央会事務局、会計事務所、選挙管理委員会事務局）の職員等に記入していただきます。</p>	<p>特別他人の履歴は、生涯職業アワードの応募者本人またはその上の子が特別他人の履歴とされた個人履歴と、中央会の事務局職員、会計職員、事務の委託会社（中央会事務局、会計事務所、選挙管理委員会事務局）の職員等に記入していただきます。</p>
<p><b>■記入の留意事項</b></p> <p>特別他人の履歴を生涯職業アワードの応募者本人またはその上の子が記入する際、生涯職業アワードの応募者本人、応募者の親類、就職先等に該当する方に関する情報は、その履歴を記入する際に、必ず「特別他人の履歴」として記入してください。また、履歴の記載は、キャリアアワードのキャリアアワードの履歴と区別して、必ず「特別他人の履歴」として記入してください。履歴の記入は、中央会の事務局職員、会計職員、事務の委託会社（中央会事務局、会計事務所、選挙管理委員会事務局）の職員等に記入していただきます。</p>	<p>特別他人の履歴を生涯職業アワードの応募者本人またはその上の子が記入する際、生涯職業アワードの応募者本人、応募者の親類、就職先等に該当する方に関する情報は、その履歴を記入する際に、必ず「特別他人の履歴」として記入してください。また、履歴の記載は、キャリアアワードのキャリアアワードの履歴と区別して、必ず「特別他人の履歴」として記入してください。履歴の記入は、中央会の事務局職員、会計職員、事務の委託会社（中央会事務局、会計事務所、選挙管理委員会事務局）の職員等に記入していただきます。</p>
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<p>以上</p>	

Fundamentally, there is not much difference between the two words. However, according to the Keidanren's policy on hiring, companies in Japan can only give official 内定 after the 1st of October. Therefore, job offers given before this date is usually referred to as 内々定.

## Signing the 内定承諾書・入社誓約書 (letter of acceptance of job offer)

There are certain companies that will ask you to submit a 内定承諾書 or 入社誓約書 after making you a job offer. These documents are basically a signed promise from you that you will accept the job offer to become an employee. While it technically does not have any legally binding power, these are not documents that should be treated lightly. In the event that you are unsure of how to respond or are faced with trouble such as deciding to drop out after signing the papers, please consult with the Career Office. Otherwise, if you are set on this company, then send the documents without delay.

### In the event of multiple job offers

Even if you have received multiple job offers, at the end of the day, you may only accept one. For a company, having someone turn down their job offer is often seen as a considerable disappointment, so only turn down a company if you absolutely have to and take care in your dealings with the companies. Furthermore, be aware of the time constraints and deadlines for responses so be sure to keep track of when you have to respond back to a company.

### Reporting your job hunting activities

Your job hunting record after you finish job hunting is your legacy to for the students who come after you. Please be sure to then fill in and submit a Job Hunting Report, which will then be made available for other students to see on Campusmate Web (refer to p. 14).

### Pursuing other career paths

If you decide to pursue other career paths such as applying for graduate schools or a technical school, working in your family business, preparing for certifications, etc., please notify the Career Office.

### Who to notify of your job offer and giving thanks

After you receive a job offer, you of course need to express your gratitude to the company that made the offer. However, you also need to report and show your thanks to the people who have supported you in your job hunting such as APU alumni, etc. This is a very important courtesy to all the people who helped you get this far. Be sure to first call them and report the good news and your gratitude, then send them a letter with the same sentiment.

## Writing Letters

### (Sample)

thank you letter to the company that offered you the job.

拝啓 貴社益々ご清栄のこととお喜び申し上げます。  
さて、この度は貴社より内定のご連絡を頂き、誠に  
ありがたうございました。心から感謝申し上げます。  
貴社に入社致しましてからも、精一杯頑張る所存でござ  
います。  
まだまだ未熟な私ではございますが、今後ともご指導  
のほど、何卒よろしくお願い申し上げます。  
敬具

平成○○年○○月○○日  
立命館アジア太平洋大学○○学部○○学科 亜細亜リッソ  
株式会社 人事部 ○○様

## Making Phone Calls

### (Example)

thank you phone call to the APU/Rits alumni.

立命館アジア太平洋大学の○○と申します。  
先日は御社の選考について色々とお教え頂き、ありがとう  
ございました。おかげ様で御社からの内定のご連絡を頂  
きました。これもひとえに、先輩のアドバイスやご指導の  
おかげです。大変感謝しております。入社してから精いっ  
ぱい頑張りますので、よろしく願い致します。  
まずはご報告をと思い、電話をさせていただきました。  
ありがとうございました。

thank you phone call to the person who introduced the job to you.

○○様でいらっしゃいますか？  
私は、先日○○様のご紹介で△△会社の選考を受けさせ  
ていただきました□□と申します。○○様にお力添えをい  
ただきましたおかげで、本日、無事に△△会社より内定の  
通知をいただきました。心から感謝しております。  
また改めてご挨拶に伺いたいと存じますが、取り急ぎお電  
話をさせていただきました。本当にありがとうございました。

## From Receiving the Job Offer Until You Enter the Company

### For Both International and Domestic Students

Japanese companies have a few procedures that need to be followed in the time between you receiving the job offer and your first day as an employee. The schedules vary depending on the company but usually include training, company events, etc. Make sure to check that you understand what you need to be doing so that you will not worry or trouble the company that has chosen to hire you.

#### Points of Caution

##### 1. Always make sure that you are reachable by the company and APU

If you ever have the need to leave Japan for any period of time after receiving the job offer, be sure to leave your contact information with the company and the Career Office, including general details of where you are going to be and for how long. Be sure to report any changes in your contact information, address, etc. as well.

##### 2. Make sure that you have fulfilled all requirements for graduation

Even if you have received a job offer, if you are unable to graduate due to missing course credits, this will not only cause the company distress, but it will make all your hard work be for nothing. So check and recheck your status in fulfilling graduation requirements. If you still need to pass certain classes, be sure to give yourself leeway to pass them and ensure that you graduate on time.

### For International Students

1. In the event that you plan to return to your home country for a vacation, etc. remember to notify the Career Office and the company of your contact information (address, phone numbers, e-mail, including whether or not Japanese can be used in the e-mail, etc.) and how long you intend to be gone.
2. Even in the event that you intend to travel to a third country, remember to notify the Career Office and the company of the duration of your travels and how you may be contacted (phone number or e-mail, and whether or not Japanese may be used).
3. If you are commencing employment immediately after graduation but need to leave Japan temporarily before that, please be sure to return to Japan with plenty of time to change your visa status to a work visa.
4. If you will be returning back to your home country after graduation, do not prolong your stay unnecessarily. Your college student visa will become invalidated the moment you graduate and cease to be a student, as well as your part-time work permit.

Last day of enrollment:

Sept. graduation: Sept. 20<sup>th</sup> (terminated as of Sept. 21<sup>st</sup>)

Mar. graduation: Mar. 31<sup>st</sup> (terminated as of April 1<sup>st</sup>)

\*Your college student visa may still be valid for a few months after graduation due to procedural requirements when it was issued. However, this does not mean that you may remain in Japan after graduation right up to the expiration date.

\*An example of a schedule for international students entering companies in Japan is given on the next page.



### <An Example of an International Student's Schedule Prior to Joining a Company>

Last year's schedule is shown here as an example. Dates of selection and official job offers are likely to be different this year, so please be sure to check the correct schedule with the personnel division of your prospective employer.

#### [For students graduating in September and joining a company in October]

- Until August : Some companies have seminars and meetings with all new recruits as well as internal placement interviews, etc.
- July and August : Receive the necessary documentation from the company for change of status of residence application.
- August onwards : Visit the immigration office and apply for a change in your residence status. Arrange your new residence and moving date, if applicable.
- September : Graduation Ceremony. Gain permission to change your status of residence  
Move to your new residence.  
Update your Residence Card (change of status, address)
- October : New Employee Ceremony

#### [For students graduating in September and joining a company in April]

- Until September : Some companies have seminars and meetings with all new recruits as well as internal placement interviews, etc.
- September : Graduation Ceremony
- October : After the job offer becomes official with the Job Offer Ceremony, you may return to your home country.  
\* hand in the required documents for changing your status of residence to the company  
\* In the event that the job offer date comes after your status of residence runs out, you will need to apply for a short-term extension
- February ~ March : Receive the necessary documentation from the company for the change of residence status application, visit the Embassy or Consulate-General of Japan in your home country and apply for your new visa.  
Take necessary procedures regarding your new residence and moving to it, if applicable.  
Gain permission to change your status of residence  
Move to your new residence  
Update your Residence Card (change of status, address)— visit your local government office
- April : New Employee Ceremony

#### [For students graduating in March and joining a company in April]

- Until September : Some companies have seminars and meetings with all new recruits as well as internal placement interviews, etc.
- October : Your job offer becomes official with the Job Offer Ceremony
- January ~ February : Receive the necessary documentation from the company for change of status of residence application.
- February onwards : Visit the immigration office and apply for a change in your residence status. Arrange your new residence and moving date, if applicable.
- March : Graduation Ceremony  
Gain permission to change your residence status from the immigration office  
Take necessary procedures regarding your new residence and moving to it  
Move to your new residence  
Update your Residence Card (change of status, address)
- April : New Employee Ceremony

\*See p.91 for details regarding the change in residence status.

For all international students, your status of residence is an important issue.

If you have any trouble or confusion regarding this, contact the Career Office.

## Turning Down an Offer

A job offer to an undergraduate is basically a de facto agreement that a company will take on said undergraduate as an employee after his/her graduation. Socially, this is a serious matter and deserves to be handled as such. Be sincere in your dealings at all times and take note of the following points:

- (1) You cannot keep your response to the job offer from a company on hold for an indefinite time.
- (2) In principle, once you send to the company your letter of agreement accepting their job offer, you cannot change your mind and turn down your agreement.
- (3) Turning down a company's offer after you have accepted it would be seen as selfish and morally reprehensible. Such an act would not only cause significant trouble to the company, but could grow into a socially problematic issue, thereby possibly affecting your juniors future job hunting.

### ● Turning Down a Job Offer Obtained through On-Campus Recruiting

Please be sure to contact Career Office first. It is strongly urged that you do not simply turn down any offer prior to contacting the Career Office.

Companies participating in On-Campus Recruiting place high value on APU students. Thus, turning down a job offer obtained through this screening process may affect the conditions of future job hunting by junior APU students, and undermine trust in APU. Never take action without prior consultation with the Career office.

### ● Turning Down a Job Offer Obtained through General Recruiting

Be aware that delaying a response for such an offer for an unreasonably long time could lead to trouble later on. Make sure to turn down companies in a polite, timely manner, without delay. With courtesy and sincerity, express your gratitude to the company for their offer and apologize for your decision to decline their offer.

### [How to Turn Down a Job Offer]

In the event that you need to turn down a job offer, the most sincere and professional approach is to offer a personal apology to the HR manager. However, sometimes due to time and geographical constraints, it is not always possible to do this, so please start with a phone call to the relevant manager, expressing your decision to turn down their offer, then follow up with a letter of apology.

## An Example of How to Turn Down a Job Offer through Phone

自 分: 私は立命館アジア太平洋大学〇〇学部の垂細 麗 リツオと申します。この度は御社より内定の通知を頂戴しまして、誠にありがとうございます。実は本日、大変自分勝手なお願いで申し訳ないのですが、内定を辞退させていただきたく、お電話を致しました。

企業担当者: どうしてこのような結果になったのでしょうか？

自 分: 私どもに何か不都合などがありましたか？

自 分: いいえ。とてもございません。実は、他社からかねがねやってみたくと思っていた経営企画職での採用というお話をいただき、私自身非常に悩んだのですが、やはりそちらでの仕事に挑戦したいという結論に至りました。誠に申し訳ございません。本来でしたらすぐにお詫びに伺うのが筋かと存じますが、諸事情により何うことができませんので取り急ぎお電話でと思い、ご連絡させていただきました。

企業担当者: そうなんですね。わかりました。わざわざお越しいただく必要はありません。

どうぞ、そちらで頑張ってください。

自 分: はい。ありがとうございます。本当に申し訳ございませんでした。失礼致します。

## Writing a Note of Apology for Turning Down a Position Offered by a Company

拝啓  
はいけい

貴社益々ご清栄のこととお喜び申し上げます。

さて、この度は内定のご通知をいただきまして、誠にありがとうございました。多くの応募者の中から私をお選びいただきましたことを大変光栄に思います。しかしながら、自分自身で色々と考えました結果、今回の貴社への入社を辞退させていただきます。お手紙を差し上げました。お電話でも申し上げたとおり、他社での経営企画職にて仕事をさせて頂くことを決意致しました。貴社には会社訪問から最終面接に至るまで、色々なお手数をおかけしたにも関わらず、このような結果となりましたことを、本当に申し訳なく思っております。

貴社に多大なご迷惑をおかけしましたことを心よりお詫び申し上げます。

本来ならば、貴社に直接お伺いし、お詫びを申し上げます。のが筋とは存じますが、書状にて、お詫び致します。

敬具  
けいぐ

平成〇年〇月〇日

立命館アジア太平洋大学〇〇学部 亜細亜 リツオ

〒〇〇〇〇〇〇〇〇〇〇〇 県〇〇市〇〇町△丁目□番□号

電話番号 〇〇〇〇-△△△△-□□□□

〇〇株式会社 人事部 御中

\*In the event that you are unsure as to how to write such a note, please contact the Career Office for advice on your specific situation.