記入例

The personal information you provide will be used for: ① employment decisions, ② administrative communication for appointment preparation, and ③ calculation of salary and allowances. Personal information will not be provided to third parties without your consent.

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| 明治学院大学 |
| 　　　　　　　　　　　　　　　　　　　　**履歴書** (Curriculum Vitae) |
| ふりがなFurigana | めいがく　はなこ | **性　別**Gender |  |
| **氏名**(Name) | Meigaku Hanako |
| アルファベット表記 | MEIGAKU　Hanako |
| **生年月日(DOB)** | (西暦)  | E-Mail |  |
| 19XX | 年 | 3 | 月 | 31 | 日 |
|  | 　（ | XX | 歳  | ）(age) |
| **現住所および連絡電話番号**Current Address and Contact Number: | 〒 | 108 | - | 8636 |  |
|  | 東京都港区白金台1丁目2番○号 |
| **Tel** | 03-5421-XXXX |
| 学歴 (Educational Background) |
| **（西暦）年　月　日** | **事　　項** |
| 1983 | 年 | 3 | 月 | 31 | 日 | Graduated from ○○ High School |
| 1983 | 年 | 4 | 月 | 1 | 日 | Enrolled in ○○ University, Faculty of ○○, Department of ○○ |
| 1987 | 年 | 3 | 月 | 31 | 日 | Graduated from ○○ University, Faculty of ○○, Department of ○○ |
| 1987 | 年 | 4 | 月 | 1 | 日 | Enrolled in Graduate School of ○○, ○○ University (Master's Program) |
| 1989 | 年 | 3 | 月 | 31 | 日 | Completed Master's Program, Graduate School of ○○ (Master’s Degree in ○○) |
| 1989 | 年 | 4 | 月 | 1 | 日 | Enrolled in Doctoral Program (later stage), Graduate School of ○○ |
| 1992 | 年 | 3 | 月 | 31 | 日 | Withdrew upon completion of required credits from Doctoral Program |
| 2000 | 年 | 12 | 月 | 10 | 日 | Received Doctorate (○○), Graduate School of ○○ |
|  |  |  |  |  |  |  |
| **職歴** (Employment History) |
| **（西暦）年　月　日** | **事　　項** |
| 1992 | 年 | 4 | 月 | 1 | 日 | Assistant, Faculty of ○○, ○○ University (until 31 March 1993) |
| 1993 | 年 | 4 | 月 | 1 | 日 | Full-time Lecturer at ○○ University (in charge of ○○ Studies, until 31 March 1996) |
| 1994 | 年 | 4 | 月 | 1 | 日 | Part-time Lecturer at ○○ University (in charge of ○○ Studies, until 31 March 1997) |
| 1996 | 年 | 4 | 月 | 1 | 日 | Associate Professor at ○○ University (current) (in charge of ○○ Studies, ○○ Studies, etc. ) |
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| **学会ならびに社会における活動等** (Academic and Social Activities) |
| **（西暦）年　月　日** | **事　　項** |
| 1992 | 年 | 9 | 月 | 10 | 日 | 10 September 1992: Member, ○○ Academic Society (present) |
| 1999 | 年 | 9 | 月 | 12 | 日 | 12 September 1999: Council Member, ○○ Academic Society (until 31 March 2005) |
| 賞罰 (Awards and Disciplinary Actions) |
| **（西暦）年　月　日** | **事　　項** |
|  |  |  |  |  |  | None |
|  |
|  | 20XX | 年 | 10 | 月 | XX | 日 |
| **上記のとおり相違ありません** (I hereby certify that the above information is true and correct.) |
|  | Signature: | 明学 花子（Handwritten） | 印 (Seal) |

<兼任履歴 No.1　 >

記入例

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| 明治学院大学 |
| **教育研究業績書 (Education and Research Achievements Record)** |
| （西暦） | 20XX | 年 | 10 | 月 | XX | 日 |
|  | **氏名**(Name)  | 明学 花子 | 印 |
| 著書・学術論文等の名称 1)Books　　 | **単著・共著の別 2)** Type | **発行または発表の年月（西暦）**Publication Date (Year/Month) | **発行所・発表雑誌（および巻・号）等の名称**Publisher | **編著・著者名（共著・共同執筆の場合のみ記入）3)**Co-authors | **該当頁数**Pages | **備考**Notes |
| 1.著書 Books |  |  |  |  |  |  |
| 〇〇〇〇〇〇〇〇 | Sole Author | 〇〇〇〇年〇月 | 〇〇〇〇 |  | pp. ○○–○○ (Total ○○ pages) |  |
| 〇〇〇〇〇〇〇〇 | Sole Author | 〇〇〇〇年〇月 | 〇〇〇〇 |  | Total ○○ pages |  |
| 〇〇〇〇（第〇章「〇〇〇〇〇」担当） | Sole Author | 〇〇〇〇年〇月 | 〇〇〇〇 | ○○○○ et al. | pp. ○○–○○ (Total ○○ pages) |  |
|  |  |  |  |  |  |  |
| 2.学術論文 Academic Articles |  |  |  |  |  |  |
| 〇〇〇〇〇〇〇〇〇 | Sole Author | 〇〇〇〇年〇月 | 〇〇〇〇 (Vol. ○, No. ○) |  | pp. ○○–○○ (Total ○○ pages) |  |
| 〇〇〇〇〇〇〇〇〇 | Sole Author | 〇〇〇〇年〇月 | 〇〇〇〇 (Vol. ○) |  | pp. ○○–○○ (Total ○○ pages) |  |
| 〇〇〇〇〇〇〇〇〇 | Co-author | 〇〇〇〇年〇月 | 〇〇〇〇 (Vol. ○, No. ○) | ○○○○ et al. | pp. ○○–○○ (Total ○○ pages) |  |
| 〇〇〇〇〇〇〇〇〇 | Joint Work | 〇〇〇〇年〇月 | 〇〇〇〇 (Vol. ○, No. ○) | 〇〇〇〇 | pp. ○○–○○ (Total ○○ pages) |  |
|  |  |  |  |  |  |  |
| 3.訳書 Translations |  |  |  |  |  |  |
| 〇〇〇〇 | Sole Author (Translation) | 〇〇〇〇年〇月 | 〇〇〇〇 |  | Total ○○ pages |  |
|  |  |  |  |  |  |  |
| 4.その他 Other Publications |  |  |  |  |  |  |
| ○○ Dictionary (25 entries including “○○○”) | Co-author | 〇〇〇〇年〇月 | 〇〇〇〇 | Supervised by ○○○○ | Total ○○ pages |  |

注１）「著書・学術論文等の名称」欄には、著書、学術論文、訳書、その他の順に記入する。

　２）共著（論文）の場合、「該当頁数」の記入にあたっては、本人の分担箇所を「○○―○○頁（総○○頁）」と記載する。なお、該当頁数が明確で

ない場合、共著ではなく共同執筆と記載する。

３）総頁数を表記する。共著・共同執筆の場合は、原則として、該当頁数を記載する。

1. List entries in the following order: Books, Academic Articles, Translations, Others.
2. For co-authored papers, specify your portion of contribution in the “Pages” field as “pp. XX–XX (Total XX pages)”. If specific pages are unclear, list as “Joint Work” instead of “Co-author.”
3. Always indicate total page numbers. In co-authored or jointly written works, indicate the specific pages covered by your contribution wherever possible

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| 競技会・展覧会等の名称Conference Presentations / Exhibitions | 場所 Location | **開催日時（西暦）Date (Year/Month/Day)** | **発表・展示の内容等** Content |
| ○○ Conference | ○○○ City | ○○年○月○日 | ○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○ |

<兼任業績 No.2 >