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 >