The Osaka City Board of Education C-NET Recruitment Guidelines

for school year 2027 [April start employment]

1. Scheduled Opening Positions: **18 positions**
   The number of available positions is subject to change.

2. Duties of the C-NET
   1) Assist in foreign language instruction at schools.
   2) Assist in the preparation of teaching materials.
   3) Assist in seminars/workshops/trainings for the current foreign language teachers.
   4) Assist with special and extra-curricular activities.
   5) Provide language-related information for supervisors and teachers.
   6) Assist in speech contests, and other related duties.
   7) Cooperate in local international exchange activities.
   8) Other duties assigned by the supervisor as necessary.

3. Eligibility
   Applicants must meet all of the following requirements:
   (1) The applicant's native language must be English or the applicant must have an equivalent command of English.

   (2) Must live in Japan and be able to attend, the necessary interview process in person.

   (3) Must reside in Osaka City, or be able to commute from surrounding areas, during the period of employment.

   (4) Must have **a bachelor's degree or higher** from a university/college where the primary language of instruction is English.

   (5) Must have teaching experience of English at Japanese school(s) for a period of 6 months or longer as of April 1st, 2027 in either the public or private sector.

   (6) Must be able to complete the appointed period of employment.

   (7) Must have or be able to obtain a relevant resident status which is outlined in the Immigration-Control and Refugee Recognition Act [Cabinet Order No. 319, 1951] by the time of the starting date of appointment, and must be legally able to perform the activities therein.

   (8) Must not fall under any of the following conditions in the Local Public Service Act, Article 16(Act No. 261, 1950).
   - A person who has been sentenced to imprisonment or other severe punishment, and of whom the serving of the sentence has not been completed or who has not yet ceased to be amendable to the serving of the sentence.
   - A person who was dismissed via disciplinary action by a local government agency and for whom a period of two years has not passed since the day of that dismissal.
   - A person who has committed a crime listed in Articles 60 to 63 when he/she served as a member of the Personnel Committee or the Fairness Committee.
   - A person who, on or after the date of the enforcement of the Constitution of Japan, formed or belonged to a political party or other organization which advocated the overthrow by force of the Constitution or the government established thereunder.

   There is no restriction on age or nationality in applying for this position.

   (Special Notes)

   - In engaging in this work, pursuant to the Act on Measures for the Prevention of Sexual Violence Against Children by School Operators, etc. and Private Education and Childcare Providers, etc. (Act No. 69 of 2024; hereinafter referred to as the "Prevention of Sexual Violence Against Children Act"), which is scheduled to come into effect on December 25th, 2026, it is necessary to verify whether a candidate has a history of specified sexual offenses through a criminal background check.

- If a candidate has a history of specified sexual offenses (i.e., falls under a person with a history of specified sexual offenses), measures such as not assigning the person to the relevant work must be taken pursuant to the Prevention of Sexual Violence Against Children Act.
- Therefore, as one of the hiring conditions of the City, we require that the candidate has no history of specified sexual offenses. For this reason, as part of the selection process, the City intends to verify whether a candidate has a history of specified sexual offenses through a pledge, resume, etc.
- Details will be provided during the recruitment and selection process and after the job offer is made.
- Furthermore, if a "falsification of important career history" is discovered, such as making a false report regarding the above, the job offer will be withdrawn or employment will be terminated.

For the definitions of "specified sexual offenses" and "person with a history of specified sexual offenses," please refer to the provisions cited in the attached document.

4. Duration of Employment
April 1st, 2027 to March 31st, 2028

The C-NET may be reappointed based on his/her performance and behavior at work (twice, until March 31st, 2030)

5. Working Conditions and others

(1) Working Hours and Number of Working Days
In principle, 8:30 am to 4:15 pm [including 45-min lunch break]
(1:00 pm to 8:45 pm [including 45-min break] at Shinwa JHS)
5 Days [Monday to Friday], 35 hours per week

(2) Holidays
Saturdays, Sundays, National Holidays, year-end and new-year period [December 29th to January 3rd].
A substitute holiday will be provided in the event that weekend work is necessary.

(3) Working Place
Osaka City municipal schools [Primary/Junior High, College of Design]

(4) Remuneration etc. ¥335,000/month [before tax and social insurance deductions].

Remuneration [Monthly]	¥335,000	It may be subject to change due to salary revisions.
Estimated Annual Income	¥4,020,000	

In addition to the above, there are some cases where transportation expenses and allowances for overtime work will be provided.

(5) Leave
It will be given based on the regulations for Fiscal Year Appointed Employees concerning working hours and holidays. However, additional requirements are applicable for Special Leave.

Paid Holiday	Number of Days : 12 days Period : April 1st, 2027 [starting date of employment] to March 31st, 2028 [finishing date of employment]
Special Leave	【Paid】 ・Bereavement Leave・Wedding Leave・Prenatal/Postpartum Leave, ・Sick and Injured Child Care Leave, Summer Leave, etc. 【Unpaid】 ・Pregnancy-related illness leave, etc.

In addition, Parental Leave, Nursing Care Leave, and Sick Leave are available.
(There are some requirements for each separately)

(6) Social Insurance

Health Insurance, Employees' Pension Insurance and Employment Insurance

(7) Code of Conduct

- The C-NETs must follow the code of conduct and the disciplinary rules outlined by the Local Public Service Act.
- The C-NETs are allowed to have side jobs. However, please note that "Obligation to Give Undivided Attention to Duty" and "Prohibition of Acts to Damage Impartiality" etc. shall apply to all C-NETs. Also, the BOE asks that you make them aware of what side jobs you currently hold.

(8) Others

- **If any submitted documents are found to have been falsified or contain false information, any offer of employment will be immediately rescinded.** In addition, if the applicant is found to have committed any acts deemed inappropriate for employees of Osaka City Board of Education after registration as a candidate for employment, the applicant's candidacy will be rescinded.
- Employment is contingent upon the approval of the 2027 budget.

Please pay close attention to the section titled, "Please read before applying" on the last page in order to fully understand what is to be expected from C-NETs.

6. Recruitment Process

(1) Application Documents

① An **official** C-NET Resume

② Photocopy of a university or college bachelor/master/doctor **diploma** [from a university/college where all of your classes were instructed in English.]

※ If the diploma is written in other languages, you must attach an English translation.

[Any other academic transcripts will not be acceptable.]

③ Certificate of employment which verifies your teaching experience at a public or private school in Japan for a total of six months or more as of April 1st, 2027.

④ Official declaration letter

⑤ One original reference letter

While the submission of a letter of reference is not mandatory, it is preferred. However, it must have been issued between December 1st, 2025 and November 30th, 2026. It must be an original reference letter and include the date of issue and the referee's signature or personal seal. (No photocopy.)

Please do not submit any items other than what is listed above ① to ⑤.

(2) Application period

From 9:00 am on Wednesday, November 4th to 5:00 pm on Monday, November 30th, 2026 **[received]**.

If you do not submit the application during the acceptance period, we will not accept it for any reason.

(3) How to apply

Please submit a digital copy of the Official C-NET Resume application and ALL of the application documents listed above in (1) following the procedures outlined in Step 1 and Step 2 below. Failure to follow the procedures will result in disqualification.

Step 1

Please enter all required information in the Official C-NET Resume application form digitally (excluding the attached photo and signature). Then please send it to the following email address. **Please make the subject of the e-mail "C-NET application".**

※ **Do not change the file type.**

※ **Please send your resume by excel file as an email attachment. Due to our security system, we do not accept documents sent from cloud storages such as Google Drive.**

e-mail: english-edu@city.osaka.lg.jp

Step 2

Please print out the Official C-NET Resume excel file. Then, please paste your photo to the application form and sign it by hand. Please submit ALL of the application documents listed above in (1), including the physical copy of the C-NET Resume and submit them by registered mail or in person. Please write "C-NET Application Document Enclosed" in red ink on the front of the envelope.

[Office hours: From 9:00 am to 12:15 and from 1:00 pm to 5:00 pm]
[Except for Saturdays, Sundays, National Holidays]

(4) Where to apply

English Education Division
Osaka City Board of Education
3rd floor, Osaka City Hall
1-3-20 Nakanoshima Kita-ku, Osaka 530-8201

7. Selection Process

(1) Initial Screening

Submit all required documents [see above]. Results of initial screening will be based on a comprehensive evaluation.
Applicants will be notified of the results of their application by e-mail in early December, 2026.

(2) Final Screening [For applicants who have passed the initial screening]

Interview dates: **Wednesday, December 16th,**
Friday, December 18th ～ Monday, December 21st, 2026

Interview location: Osaka City Hall, 1-3-20 Nakanoshima, Kita-ku, Osaka City, 530-8201
The interview will be held in one of the office rooms in the City Hall.

For the interview, we will designate one of the dates listed above and a time, and contact you individually by email. Further details will be provided to the applicants who have passed the initial screening.
Interviews cannot be rescheduled.
In the case of a large number of applicants, other interview dates may be set.

(3) Selection Criteria [Main Points of Evaluation]

- Your motivations to foster students' practical communication abilities and improve their international understanding.
- Your ability to cooperate with the Osaka City School Teachers in order to implement Team Teaching.
- Your willingness to engage actively in any English education related events the BoE hosts.
- Your eagerness to improve English teaching in our schools by following the instructions of both the school staff and the BoE's English Education Division.
- Your ability to conduct yourself professionally and understand students.
- Your strong will to fulfill the appointed employment period.
- Your commitment to continue to further enhance your teaching skills and lesson plans.

- Your motivation to improve your own communication skills necessary to work in Japan, as well as your own interest in the Japanese language and culture.
- Your strength of communicative competence in the Japanese language.

(4) Announcement of Final Results

The Board of Education will notify all candidates of selection results via e-mail by early January, 2027.

8. Registration for Waiting List Candidates

When positions become available, selections will be made based on your placement on a waiting list. In addition, if a C-NET takes parental leave, etc., we may contact you for employment during that period as a substitute. However, future positions and placement within the 2027 school year **cannot be guaranteed**. The waiting list is effective until March 31st, 2028.

9. Important Points

(1) Applicants who intend to obtain an "Instructor" status as outlined in the Immigration-Control and Refugee Recognition Act (Cabinet Order No. 319, 1951), will be requested by the Immigration Services Agency of Japan to submit a proof of at least 12 years of English education. Please understand that **if applicants cannot prepare the relevant documents and then cannot obtain the "Instructor" status, their employment will be postponed or cancelled.**

(2) Application documents will not be returned. The collected personal data for this C-NET recruitment process will be used ONLY for selection purposes. Also, the data will be handled properly by "Osaka City Regulation for Personal Information Protection".

(3) Please note that inquiries for the selection results will not be accepted by e-mail or phone.

Please read before applying

In order to create trust between citizens and the municipal administration, the City of Osaka sets down a standard of rules to ensure compliance with our regulations. These regulations outline a variety of our codes of conduct to be observed. When necessary, the division managers and supervisors will instruct the C-NETs.
The following is an excerpt from the regulations. We ask all applicants to fully understand what is expected as an Osaka City employee.

【Osaka City Staff Basic Regulations】[Excerpt]

[Ethical Principles]
Article 4 Staff must deeply realize that his/her own conduct will affect citizen's trust significantly. Therefore, staff must always control themselves strictly, keep the code of conduct and strive to raise their ethical awareness.
[Staff Ethical Code]
Article 8 The Mayor has to set out the city regulation [hereinafter called "Staff Ethical Code"] which is designed to raise staff's ethical awareness.
2 The Staff Ethical Code must prescribe to prevent acts of city public officers that may bring about suspicion and distrust from the citizens in regards to the fairness of execution of duty.

【Other Codes that must be kept as a C-NET】
- C-NETs must maintain a clean and tidy appearance in order to avoid causing discomfort to a citizen during the working hours.
- C-NETs must not smoke during the working hours.
- C-NETs must not show tattoos to citizens during the working hours.
- C-NETs must refrain from getting tattooed.

As public servants are engaged in education, C-NETs possess the qualities of a public servant; our code of conduct is considerably different from those set by private companies. C-NETs work at primary and junior high schools, and play a major role in affecting the formation of the students' character. Therefore, C-NETs shall endeavor to continuously devote themselves to self-improvement in order to maintain the trust of primary and junior high school students, their guardians, and the citizens, while remaining deeply conscious of the responsibilities of their position.

In addition, with continued awareness that their acts may have a significant influence on public trust, if you are appointed as a C-NET, you shall observe these codes of conduct and **you must always behave with good ethics and a sense of discipline, not only while on duty but also off duty.**

Furthermore, if a C-NET has violated their obligations in the course of their duties, and has failed to perform their duties, is guilty of behavior unbecoming of a public servant, or falls under other undesirable cases, the City may dismiss the C-NET or take other disciplinary actions.

For inquiries, please contact:

English Education Division
Osaka City Board of Education
Telephone: 06-6208-9197