

**EMBASSY OF BRAZIL IN TOKYO**

**Administrative Assistant Selection Process**

**NOTICE no. 3/2024**

**ANNEX I - Registration form**

I would like to apply for the job of Administrative Assistant

|  |  |
| --- | --- |
| Full name: |  |
| Date and birth place: |  |
| Nationality: |  |
| Phone number: |  |
| E-mail: |  |

**I hereby declare:**

1. I do not hold a position, job or public function in Brazil, or receive any retirement pension in Brazil;
2. I am aware that the job for which I am applying is not to be mistaken with employment or public service governed by Brazilian Law;
3. I am aware that, if I am approved in the selection process, my admission will be conditioned to the presentation of the documents required in Notice No. 03/2024, and the costs of presenting such documents will be paid by me;
4. I comply with the conditions established by Notice No. 03/2024, of the Selection Process for Administrative Assistant, which I have read and accepted.

Date:\_\_\_/\_\_\_/\_\_\_\_\_\_    Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Checklist*:**

|  |
| --- |
| ( ) copy of the certificate of completion of a high school level or equivalente  ( ) medical certificate proving fitting to work  ( ) copy of the “Zairyu Card” or the identification page of the passport and the page showing the Japanese visa  ( ) proof of electoral discharge (for Brazilians)  ( ) proof of discharge of military obligations (for Brazilian male) |