

HR Information for Applicants

Last updated: December 2024

Disclaimer: Information in this document is provided to help applicants understand the move to Japan and is correct as of the date on the front of the document. NLCS Kobe has provided this information in good faith. It is not legally binding and should be treated as a guide only. Applicants should do their own investigations into taxation, migration, visas, accommodation and life in Japan more broadly as part of their research when applying to NLCS Kobe.



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A photograph of a classroom scene, overlaid with a semi-transparent blue filter. A female teacher stands at the front of the room, facing a group of students seated at desks. The classroom features a large whiteboard on the left wall, a television screen, and several windows. The text "Prior to Arrival in Japan" is written in white, sans-serif font across the lower portion of the image.

Prior to Arrival in Japan

Employment Offer to Arrival in Japan

The NLCS Kobe HR team will guide you through this transition with regular updates and information about work visa applications, housing, medical checks, things to bring to Japan, advice on financial matters, cultural points to consider and other practical aspects of relocating to Japan.

Obtaining a work visa for Japan is a two-step process.

- **First**, your visa sponsor (NLCS Kobe) applies for a Certificate of Eligibility (CoE) on your behalf within Japan. We will request some basic documentation from you and obtaining a CoE typically takes about three months.
- **Second**, we send your CoE to you and you directly apply for an entry visa at your nearest Japanese consulate or embassy (within a country where you are legally resident). This typically takes an additional two weeks.

Just prior to arrival, it is important to be in your home country (or one where you are legally resident) to smoothly apply for your entry visa. In principle, Japanese consulates and embassies only accept visa applications from those legally resident within those jurisdictions. While being away for a few days during this period is fine, long absences or early departure from your country of legal residence may impede coordinating your entry visa application with your nearest Japanese consulate. You cannot enter Japan for the purposes of work without having fully completed this process and your work visa cannot be reliably applied for from within Japan.

Actual work visas, in the form of a Residence Card, are issued upon arrival in Japan at immigration.

Most teaching placements require an early August arrival, allowing time to settle into your new surroundings and complete some required administration before orientation.

Finally, if considering coming to Japan with a partner or children, please communicate this at the application stage so we can evaluate any potential complications with visa processing and let you know.



A photograph of a classroom scene, overlaid with a semi-transparent blue filter. A female teacher stands at the front of the room, facing a group of students seated at desks. The classroom features a large whiteboard on the left wall, a television screen, and several windows. The text 'Relocation & Housing' is superimposed in white at the bottom left of the image.

Relocation & Housing



Flight and Relocation Allowance

NLCS Kobe provides all incoming international staff with a one-way, economy class ticket from their home country to Japan. A return ticket of the same type will be provided upon final departure from Japan as well. During your employment, a return, economy class ticket between Japan and your home country will be provided each summer. This benefit also extends to spouses and dependent children.

NLCS Kobe also provides a relocation allowance to incoming international staff.

Arranged Housing

NLCS Kobe provides housing for incoming international staff. We have developed relationships with housing agencies able to provide accommodation broadly consistent with other NLCS schools. They also have English-speaking representatives that, in conjunction with the NLCS Kobe HR team, can provide a reasonable level of ongoing support to you.

Single individuals and couples will receive a furnished one-bedroom apartment. Those coming with dependent children will receive a furnished two-bedroom apartment. We are unable to provide accommodation with more bedrooms than this.

Due to the challenges associated with securing housing in Japan, these standards are not negotiable. Please also note that while accommodation is rent free, the cost of utilities must be covered by the employee. Further details about apartment inclusions, utility expenses and other valuable information will be sent prior to your arrival.



Arranged Housing

While NLCS Kobe has made every effort to arrange accommodation suitable to the tastes of foreign nationals, please anticipate certain differences between accommodation in Japan and accommodation in your home country.

The most obvious point of difference is size. While we have secured apartments on Rokko Island that exceed typical Japanese housing dimensions, those wanting to live in Japan should nonetheless anticipate smaller spaces. Please also carefully consider how many of your possessions it will be reasonable to bring and how this might impact your living space. While you can expect clean, modern and comfortable accommodation, it is not realistic to come to Japan expecting large, western-style housing.

Finally, if considering bringing a pet to Japan, please notify NLCS Kobe at the application stage. In addition to stringent customs regulations on animal importation, housing options for those with pets are limited and cannot be guaranteed. Bringing a pet without prior arrangement could jeopardize your entry to Japan as well as our ability to secure housing for you.



Pre-employment Medical Check

The Industrial Health and Safety Law of Japan requires anyone starting a new job to submit a statement of good health to their employer prior to the first day of employment, though dated no more than 90 days in advance. Full details will be provided by NLCS Kobe and the costs will be covered by the school.

Further to this, employers in Japan must also provide employees with an annual medical check and employee participation in this process is mandatory. Again, this is free of charge and full details will be provided once in Japan.





Tax & Social Insurance



Tax and Social Insurance

Income Tax

Japan utilizes a tax withholding system, meaning employers deduct income tax each month from employee pay. Income tax deductions are calculated by employers based on an employee's dependent status and estimated total annual income.

Residence Tax

Residence Tax (also known as Inhabitants Tax) is based on an employee's total earnings during the tax year (January to December) but paid in the *following* year. Because of this, those permanently leaving Japan generally need to pay about one year of outstanding residence tax payments when deregistering as a resident. It is recommended that staff set aside funds for this on a monthly basis and advice will be given during induction.

Other Taxes

Also deducted are premiums for Employment Insurance and Workers' Accident Compensation Insurance.



Tax and Social Insurance

Social Insurance

Residents of Japan are legally required to enroll in some form of national health and pension insurance. Full-time workers are generally required to enroll in Shakai Hoken (Employees' Health and Pension Insurance). Under Shakai Hoken, NLCS Kobe and the employee each contribute half of the total monthly premiums for health and pension insurance. The employee's portion of Shakai Hoken premiums are deducted from their monthly salary remittances. The amount deducted is based on an employee's income and transportation reimbursement (if any).

In summary

If you accept employment with NLCS Kobe, the specifics of taxation, social insurance premiums and associated benefits will be covered in detail prior to arrival and during induction. However, for planning purposes please expect about 38% of your income to be deducted for various forms of taxation and mandatory social insurance contributions.

While taxation and social insurance contributions in Japan are relatively high, the result is a very clean, safe, highly livable society with excellent public services and infrastructure.

The cost of living is also generally much lower than most western countries and with rent-free accommodation, you should live very comfortably on the salary NLCS Kobe will offer.

A photograph of three young women walking on a wooden boardwalk. The image is overlaid with a semi-transparent blue filter. The woman on the left is wearing a light blue short-sleeved shirt and dark shorts. The woman in the middle is wearing a light blue polo shirt and dark shorts. The woman on the right is wearing a light blue hoodie and dark shorts. They are walking towards the camera. In the background, there are trees and a building with large glass windows.

Benefits

Pension Benefits

Monthly Pension Upon Recruitment

Those who contribute to the pension program in Japan for 10 years can claim a monthly pension once they reach the national retirement age of 65. You do not need to be resident in Japan to claim pension benefits in this manner.

Pension Reimbursement and Totalizations

Upon leaving Japan and returning to one's home country, employees having contributed to the pension program via Shakai Hoken for at least six months can apply for a reimbursement of a portion of the amount contributed, up to a five-year maximum. It may also be possible to transfer Japanese pension contribution periods toward required contribution periods in other countries, depending on totalization agreements between Japan and that country (the UK does not presently have such an agreement with Japan). Pension totalization and reimbursements must generally be applied for within two years of leaving Japan. More information on reimbursement and the various pension agreements Japan has with other countries can be found at nenkin.go.jp.

No additional pension benefits on top of the above are provided by NLCS Kobe.



Health Insurance Benefits

Health insurance in Japan covers 70% of all medical costs, including dental visits and prescription medications. There are also provisions for having children and income protection in the event of illness or injury that makes one medically unable to work. Pre-existing medical conditions are also covered.

Overall, medical treatment and consultation is easily accessible in Japan and the standard of care is very good. Language barriers can of course be a challenge, but for routine medical care it is generally possible to find English-speaking doctors or clinics in most urban areas. Support services in this regard are available for foreign residents and the NLCS Kobe HR team will provide further information about medical services in English.

No additional medical insurance on top of the above is provided by NLCS Kobe.



Other Medical Considerations

If you require prescription medications of any kind, please research the availability of those medications in Japan before accepting an employment offer.

If the medication you require is not available, please research alternatives and/or any restrictions on bringing or shipping such medication to Japan. Specific procedures are required for bringing more than one month's supply of prescription medications and more details will be provided if accepting employment.

Similarly, if you require ongoing medical treatment for a specific condition, illness or injury please carefully research treatment options in Japan before accepting an employment offer. This includes treatment or medication for mental health issues as well as any needs for ongoing counselling or wellness support. Such care can be challenging to access in Japan, particularly in English.





Personal Presentation



Dress Standards

While we are an international school, we recognize that standards for dress and presentation in Japanese workplaces and educational settings tend to be more formal than in many western countries. As most of our parents and students are Japanese, we are sensitive to this cultural difference and their expectations of professional educators.

Our dress standards on school days call for business casual attire, which includes dress shoes, dress trousers or skirts and dress shirts or blouses (shoulders and the tops of arms should be covered at all times). During colder months, professionally appropriate sweaters or cardigans are acceptable, as are blazers or suit jackets.

Due to the extreme heat in the summer months, light and breathable fabrics are essential and generally suitable for most of the year. Staff are expected to be in proper work attire all year.



Personal Presentation

Neatly presented hairstyles are most suitable and hair dyeing should be kept within the range of typical natural colours. For those with facial hair, please ensure it is neatly trimmed and well maintained. Please also be comfortable removing facial or tongue piercings during school hours or at school functions.

Finally, if you have tattoos please research the social and cultural connotations associated with tattooing in Japan, as well as any potential restrictions that may exist for accessing public facilities, such as gyms, hot springs and the like. While the culture around this is evolving in Japan and NLCS Kobe wishes to promote a diverse workplace, it is important for you to be comfortable with the broader community should you choose to live in Japan.

For the purposes of work in the school, please ensure any tattoos are fully covered, facial and tongue piercings are removed and neither piercings nor tattoos are visible to students or parents. We appreciate your sensitivity in this regard.

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers are expected to share this commitment. This post is subject to satisfactory background and police checks. Full details are available in the School's Recruitment, Selection & Disclosure Policy and Procedure and the Safeguarding and Child Protection Policy.



Application Process

NLCS Kobe, like all other NLCS International schools, use an online application platform called [School Recruiter](#).

You will need to apply for any roles at NLCS using this platform and have the ability to upload your CV and covering letter as well as complete an application form. Please ensure that you complete all fields of the application form and attach a covering letter related to the job description.

