

How to Apply Online

オンライン応募の方法について参考資料

採用システムの基本言語は英語のため、ご入力には英語をお願いいたします。
ファイルのアップロードは、日本語で記入されたものも可能です。

Taleo User Guide

Step 1 Download Profile sheet / Apply

ホームページからプロフィールシートをダウンロードし、求人ページへ進む。

Please note that the application for our **2022 Summer Clerkship Program** is now open.

Please [click here](#) to apply. Please fill out the [profile sheet](#) and upload when applying online.

The detail of the program is [available here](#).

Reference in Japanese on how to apply online could be [viewed here](#).

If you have any questions about the program, or experience any problems with your application site, please contact us at recruitment.tokyo@whitecase.com

Step 2 Apply

ポジションタイトルが表示されている画面で、Applyをクリックします。

The screenshot shows a job search interface. At the top, there are navigation buttons for 'Job Search' and 'My Jobpage', and user action buttons for 'Access my profile' and 'Refer a friend'. Below these are search filters for 'Keyword' and 'Location' (set to 'Japan'), with a search button. A 'View All Jobs' link is also present. The main content area shows 'Job Openings 1 - 4 of 4' and a 'Save this Search' button. Sorting options are set to 'Relevancy' and 'Descending', and the language is set to 'English (4)'. A table of job openings is displayed with columns for 'Position Title', 'Location', 'Posting Date', and 'Actions'. The first row shows 'Tokyo Summer Clerk' in 'Japan-Tokyo' posted on 'Jul 20, 2022'. The 'Apply' button in the 'Actions' column for this row is circled in red.

Position Title	Location	Posting Date	Actions
Tokyo Summer Clerk	Japan-Tokyo	Jul 20, 2022	Apply

Step 3 Apply Online

サマークラークの案内の画面下部にあるApply Onlineをクリックします。

応募方法 プロフィールシート（弊所HPよりダウンロード）に必要事項をご記入の上、その他応募書類と合わせて「Apply」からご応募

応募書類:

- 必要事項を記入したプロフィールシート
- 卒業学部及び法科大学院における在籍全期間の成績が記載された成績証明書の写し（PDFまたは画像ファイルとして添付）
- GPAまたは席次の開示がなされる場合はその資料
- その他自己アピールのため提出したい資料

*書類選考の上、通過した方のみ面接の詳細についてご連絡をさせていただきます。

*遠方在住の方については、電話による面接の設定が可能です。

応募資格 国内の法科大学院に在学中の方

Primary Location: Japan-Tokyo

Job: Summer Associate /Trainee

Job Posting: Jul 20, 2022, 5:04:09 PM

[Apply Online](#)

[Add to My Job Cart](#)

[SHARE](#)    ...

Step 4 Privacy Agreement

Applyをクリックするとプライバシー・アグリーメント（利用規約）に関する内容が表示されます。下記画面で、まずSelect a languageからEnglishを選んでください。利用規約の内容にご同意いただける場合は、I Acceptをクリックして、次のステップにお進みください。

Printable Format

Privacy Agreement

Select a language

WHITE & CASE

Privacy Statement and Consent to Use of Your Personal Data

White & Case LLP will process your personal data in accordance with our Privacy Policy, a link to which is below. Please read this Policy and if you are happy for us to process your data as set out in it please click "I accept".

[Global Privacy Policy](#)

Step 5 Login – Username / Password

Login画面が表示されます。

- すでにアカウントをお持ちの場合は、User NameとPasswordを入力して、Loginをクリックして、ステップ6にお進みください。
- 初めてご応募される方は、新規アカウントを登録する必要があるので、New Userをクリックして、ステップ4にお進みください。

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

If you are a returning user but have forgotten your password, click on the Forgot Password link.

For issues regarding the Career Center, please email talent.acquisition@whitecase.com

Mandatory fields are marked with an asterisk.

* User Name

* Password

[Forgot your user name?](#)
[Update your Password](#)

Step 6 New User Registration

ユーザーネームとパスワードを指定して、Registerをクリックして登録を完了してください。パスワードは、ユーザーネームとは異なる、英字・数字の両方を含む6桁～32桁の長さである必要があります。

Welcome. You are not signed in.

Job Search

New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

Please note that the password must respect the following:

- Password must be between 6-32 characters.
- It must contain at least 1 letter
- It must contain at least 1 numeric value
- It must not be your user name

Mandatory fields are marked with an asterisk.

* User Name

* Password

* Re-enter Password

Email Address

Re-enter Email Address

Register

Cancel

Step 7 Registration Confirmation

Registerを完了すると、下記画面が表示されます。
OKをクリックしてください。

Registration Confirmation

An account has been created for you in the system.

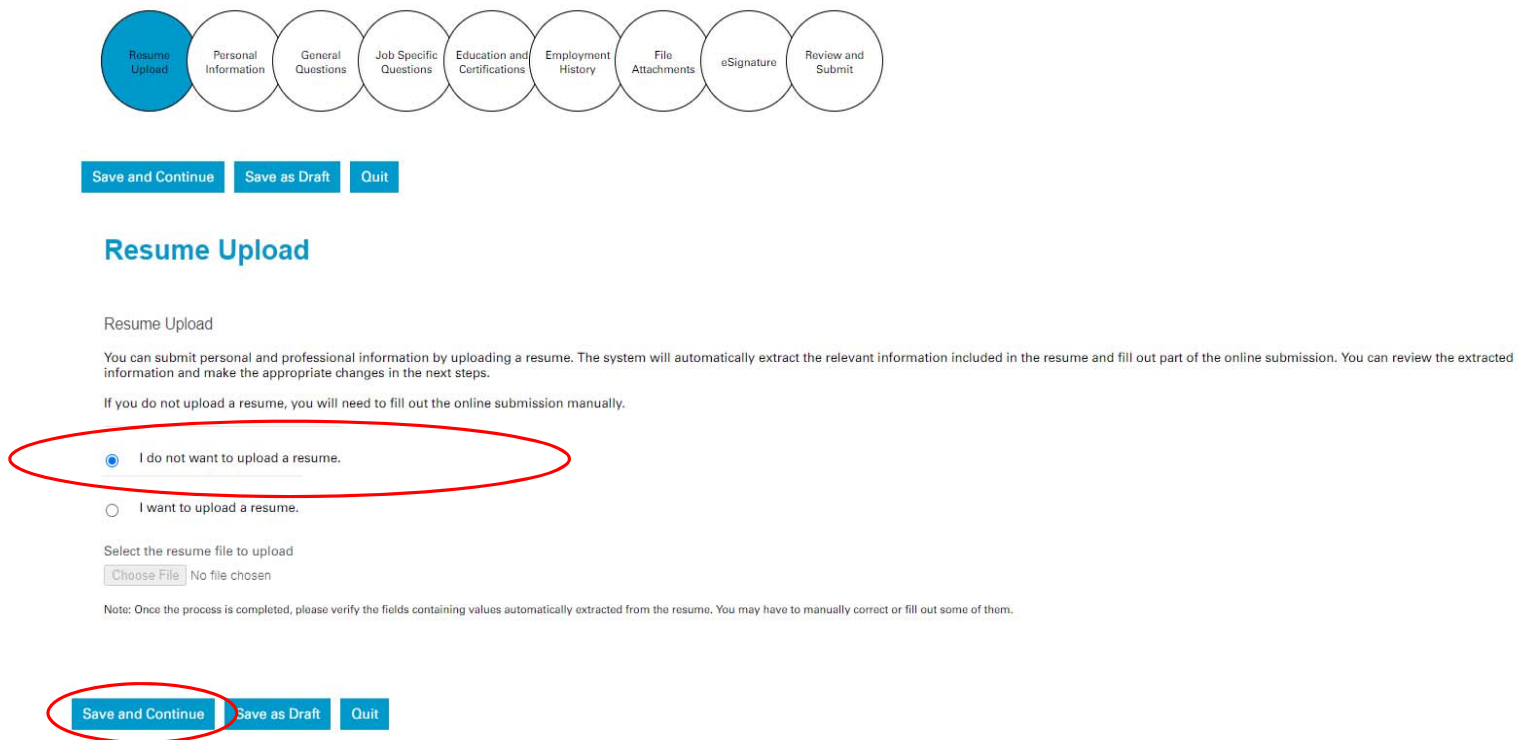
OK

Sign Out

Step 8 Resume Upload

Resume Upload の画面が表示されたら、I do not want to upload a resumeを選択し、Save and Continueをクリックし、次のステップに進んでください。

(別にご記入頂いたプロフィールシート等は、後のFile Attachmentsのステップでアップロードが可能です)



The screenshot shows a progress bar at the top with eight steps: Resume Upload (highlighted in blue), Personal Information, General Questions, Job Specific Questions, Education and Certifications, Employment History, File Attachments, eSignature, and Review and Submit. Below the progress bar are three buttons: Save and Continue, Save as Draft, and Quit. The main heading is "Resume Upload". The text below explains that users can submit personal and professional information by uploading a resume, and the system will automatically extract relevant information. It also states that if a resume is not uploaded, the user will need to fill out the online submission manually. There are two radio button options: "I do not want to upload a resume." (which is selected and circled in red) and "I want to upload a resume.". Below this is a "Choose File" button with the text "No file chosen". A note at the bottom states: "Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them." At the bottom of the form, there are three buttons: Save and Continue (circled in red), Save as Draft, and Quit.

Resume Upload

Personal Information

General Questions

Job Specific Questions

Education and Certifications

Employment History

File Attachments

eSignature

Review and Submit

Save and Continue Save as Draft Quit

Resume Upload

Resume Upload

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a resume, you will need to fill out the online submission manually.

I do not want to upload a resume.

I want to upload a resume.

Select the resume file to upload

Choose File No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

Save and Continue Save as Draft Quit

Step 9 Personal Information

Personal Information の画面が表示されたら、氏名・住所・電話番号・メールアドレス等を英語でご記入の上、Save and Continueをクリックしてください。



Personal Information

Source Tracking

Please indicate how you heard about this job.

* Source Type

* Direct Sourcing

Personal Information

Please enter all relevant personal information in the fields below.

Prefix

* First Name

Middle Name

* Last Name

Preferred First Name

Preferred Last Name

Suffix

Home Address Identifier

* Street Address (line 1)

Address (line 2)

Address (line 3)

City

Zip/Postal Code

* Place of Residence

Country

State/Province

Region

* Primary Number

Mobile Number

* Country Code



Please select the country name for phone number

* Place of Residence

Step 10 General Questions

日本国籍の方でしたらYesを選んでSave and Continueをクリックしてください。
外国籍で就労可能な在留資格をお持ちでなければ、Noを選んでください。



Save and Continue Save as Draft

General Questions

Questionnaire

Please answer the following questions as accurately as possible.

* 1. Do you hold the required visa or work permit within the jurisdiction to which you are applying?

Save and Continue Save as Draft

Step 11 Job Specific Questions

ご興味のある法分野をご記入の上、Save and Continueをクリックしてください。



Save and Continue Save as Draft

Job Specific Questions

Questionnaire

Please answer the following questions as accurately as possible.

* 1. What practice areas are you specifically interested in?

e.g. Bank Finance

A large rectangular text input field with a thin border. The text 'e.g. Bank Finance' is written in a small font at the top left of the field. The field is currently empty.

Save and Continue Save as Draft

Step 12 Education and Certifications

*が付いている項目は必須項目です。入力欄にキーワード（例えば：Tokyo）を入れると、候補として大学名が表示されます。選択肢になれば、英語名称の入力をお願いいたします。（成績証明書などは、後のFile Attachmentsのステップでアップロードが可能です）

Education and Certifications

Education

List the educational experiences below, starting with the most relevant education.

Education 1

* Institution	* Program / Major
<input type="text"/> Select	<input type="text"/> Select
City	
<input type="text"/>	
* Education Level	
Not Specified	
First State Exam Grade	Second State Exam Grade
<input type="text"/>	<input type="text"/>
First State Exam (staatl. Teil)	
<input type="text"/>	
First State Exam (univ. Teil)	
<input type="text"/>	
Grade / Predicted Grade	
<input type="text"/>	
	Other Law School
	<input type="text"/>

Save and Continue Save as Draft

Education and Certifications

Education

List the educational experiences below, starting with the most relevant education.

Education 1

* Institution	* Program / Major
Tokyo Select	<input type="text"/> Select
<ul style="list-style-type: none">The University of Tokyo / 東京大学Tokyo City University (TCU) 東京都立大学Tokyo College of Medico-pharmaco Technology / 東京医薬専門学校Tokyo - Communication Arts (TCA) / 東京コミュニケーションアート専門学校Tokyo Denki University (TDU) / 東京電機大学Tokyo Foreign Languages College / 東京外語専門学校Tokyo Gakugei University / 東京学芸大学Tokyo Institute of Technology / 東京工業大学Tokyo International University (TIU) / 東京国際大学Tokyo Keizai University (TKU) / 東京経済大学Tokyo Medical and Dental University (TMDU) 東京医科歯科大学Tokyo Metropolitan College of Industrial Technology / 都立産業技術高等専門学校Tokyo Metropolitan Institute of Technology / 東京都立科学技術大学Tokyo Metropolitan University (TMU) / 首都大学東京Tokyo University of Agriculture and Technology / 東京農工大学	
Degree	
<input type="text"/>	Search
Start and Graduation Date are required for applicants in Germany and Russia	
Start Date	Graduation Date
Month	Month
Year	Year
	<input type="checkbox"/> Anticipated Graduation Date
Further Qualifications	

Step 13 Employment History

職歴を入力するページになります。職歴がなければ、下にあるRemove Work Experienceをクリックした後、Save and Continue をクリックして次にお進みください。

Employment History

Work Experience

List the work experience below, starting with the most relevant one. To leave this section blank use the "Remove Work Experience" link at the bottom of the page. Then click Save and Continue to move forward in the process.

Employer / Clerkship

* Employer / Clerkship
 Select

* Job Title

Current Job

Start Date
Month Year

End Date
Month Year

Achievements (400 character maximum)

Reason for Leaving (400 characters maximum)

* Last Base Salary

* Currency - Base Salary
Not Specified

[Remove Work Experience](#)

[Add Work Experience](#)

[Save and Continue](#) [Save as Draft](#)

Step 14 File Attachments

ご記入頂いたプロフィールシート・成績証明書・GPAや席次が開示されている場合はその資料・予備試験成績表（受験者のみ）・司法試験短答式試験成績表・自己アピールのために提出したい資料をアップロードしてください。Choose Fileをクリックして必要書類をご添付の上、Save and Continueをクリックしてください。

Applying for: Newly Qualified Bengoshi (74ki) -Tokyo (Job Number: 200000RC) 



[Save and Continue](#) [Save as Draft](#)

File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). The file must not exceed 5MB and the file format must be PDF, Excel (.xls, .xlsx), or OpenOffice Writer (.odf). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

No file chosen

Comments about the file

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column

Relevant Files	Resume	File Name
No files are attached.		

[Save and Continue](#) [Save as Draft](#)

Step 15 eSignature

ご入力された情報が正確であることと、個人情報の利用について規約に同意したことを確認する電子署名のため、氏名を英文フルネームでご入力の上、Save and Continueをクリックしてください。



Save and Continue Save as Draft

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the

Select a language

English

By providing your electronic signature below you affirm that the information given in connection with this application is true, complete and accurate. Additionally, you elect my personal data. Your electronic signature below will also serve as your consent to the collection, processing, use and transfer of your personal data as set forth in the Pi

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering t

* Please enter your full name:

Save and Continue Save as Draft

Step 16 Review and Submit

ご入力内容を確認した上で、よろしければSubmitをクリックすれば完了です。

Applying for: Newly Qualified Bengoshi (74ki) -Tokyo (Job Number:
200000RC) 



Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

オンラインでのご応募ありがとうございます。
ご不明な点等ございましたら、以下にメールでお送り
ください。

recruitment.tokyo@whitecase.com

Thank you