

# How to Apply Online

## オンライン応募の操作方法について

採用システムの基本言語は英語であるため、ご入力には英語にてお願いいたします。ファイルのアップロードは、日本語でご記入されたものでも構いません。

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**Taleo User Guide**

# Step 1 Apply

ポジションタイトルが表示されている画面で、該当ポジションの Apply ボタンをクリックします。

Welcome. You are not signed in. [Sign In](#)

Job Search My Jobpage Access my profile Refer a friend

Keyword  Location (begin typing to select from list)  Organization (begin typing to select from list)

[View All Jobs](#)

Job Openings 1 - 3 of 3 [Save this Search](#)

Sort by   Jobs available in:  [Multi-line ?](#)

Position Title	Location	Job Field	Organization	Posting Date	Actions
Associate: Debt Finance	Japan-Tokyo	APAC Banking & Capital Markets	Asia-Pacific-Debt Finance	Jul 16, 2024	<input type="button" value="Apply"/>
Associate (Japan Bengoshi) M&A Corporate	Japan-Tokyo	APAC M&A/Corporate	Asia-Pacific-M&A - Corporate	Jul 16, 2024	<input type="button" value="Apply"/>
Newly Japan Qualified Bengoshi (78ki) -Tokyo	Japan-Tokyo	Timekeeper Pool	Asia-Pacific-Timekeeper Pool	Jul 11, 2024	<input type="button" value="Apply"/>

# Step 2 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。

## Privacy Agreement

Printable Format

Select a language

English

### WHITE & CASE

Privacy Policy

White & Case LLP will process your personal data in accordance with our Privacy Policy: [Global Privacy Policy](#)

I Accept  I Decline

# Step 3 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](mailto:talent.acquisition@whitecase.com)

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

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

Login

New User

# Step 4 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 5 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。

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## Registration Confirmation

An account has been created for you in the system.

OK

Sign Out

# Step 6 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。

(別途ご記入頂いた日本語の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)

## 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

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.

# Step 7 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。

Save and Continue

Save as Draft

Quit

## Personal Information

### Source Tracking

Please indicate how you heard about this job.

\* Source Type

Direct Sourcing

\* Direct Sourcing

Direct Sourcing

### Personal Information

Please enter all relevant personal information in the fields below.

Prefix

Not Specified

\* First Name

White

Middle Name

\* Last Name

Case

Preferred First Name

Preferred Last Name

Suffix

Not Specified

Home Address Identifier

Not Specified

\* Street Address (line 1)

Your home address

Address (line 2)

Address (line 3)

City

Zip/Postal Code

\* Place of Residence

Country

Japan

State/Province

Tokyo

Region

Chiyoda

\* Primary Number

Mobile Number

Mobile Number

09012345678

Home/Landline Number

\* Country Code

Japan

Search

?

Please select the country name for phone number

\* Primary Email Address

recruitment.tokyo@whitecase.cc

Secondary Email Address

\* Salary Expectation

JPY X0,000,000

?

Indicate the salary expectation amount for this application



# Step 8 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。

## 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

Quit

# Step 9 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"><li>The University of Tokyo / 東京大学</li><li>Tokyo City University (TCU) / 東京都市大学</li><li>Tokyo College of Medico-pharmaco Technology / 東京医薬専門学校</li><li>Tokyo - Communication Arts (TCA) / 東京コミュニケーションアート専門学校</li><li>Tokyo Denki University (TDU) / 東京電機大学</li><li>Tokyo Foreign Languages College / 東京外語専門学校</li><li>Tokyo Gakugei University / 東京学芸大学</li><li>Tokyo Institute of Technology / 東京工業大学</li><li>Tokyo International University (TIU) / 東京国際大学</li><li>Tokyo Keizai University (TKU) / 東京経済大学</li><li>Tokyo Medical and Dental University (TMDU) / 東京医科歯科大学</li><li>Tokyo Metropolitan College of Industrial Technology / 都立産業技術高等専門学校</li><li>Tokyo Metropolitan Institute of Technology / 東京都立科学技術大学</li><li>Tokyo Metropolitan University (TMU) / 首都大学東京</li><li>Tokyo University of Agriculture and Technology / 東京農工大学</li></ul>	
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 10 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](#)

[Quit](#)

# Step 11 File Attachments

ご記入頂いた日本語のプロフィールシート及び成績証明書等をアップロードするページとなります。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。

## 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 one of the follow: Word (.doc, .docx), WordPerfect (.wpd), Text (.txt), Rich Text Format (.rtf), Hypertext/Markup Language (.html, htm), Portable Document Format (.pdf), Excel (.xls, .xlsx), 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 allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
No files are attached.					

# Step 12 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。

**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 page. Please note that an esignature is the electronic equivalent of a hand-written signature.

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, your electronic signature below confirms your acknowledgement that you have read and understood the information set forth in the Privacy Statement relating to the collection, processing, use and transfer of my personal data.

**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 the information requested in the fields below.

\* Please enter your full name:

Save and Continue Save as Draft Quit

# Step 13 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。



## 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、お気軽に下記メールアドレス宛にご連絡ください。

[recruitment.tokyo@whitecase.com](mailto:recruitment.tokyo@whitecase.com)

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Thank you