

Employment Certificate

To Mayor of Nakano City 宛

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|------------------------------|----|----|----|
| Date of certification | YY | MM | DD |
| Name of company | | | |
| Name of responsible person | | | |
| Address of company | | | |
| Tel.No of company | — | — | |
| Name of the person in charge | | | |
| Tel.No of above person | — | — | |

I hereby certify that the following information is correct.

※Making or amendment of the certificate without consent of the employer may constitute criminal offence.

| No. | Item | Column | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|--|--------------------------|--|--------------------------|--------------------------|--------------------------|--|---------|-------------------|---------------------|-------------------------|------------|-----|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|--|--|--|--|------------------------|--|--|--|------|--|--|--|-----------------------|--|------|--|--|---------|--|--|--|--|-------|--|--|--|--|-------------------|--|--|----------|--|--|--|--|-------|--|--|--|--|-------------------|--|--|--------------------|--|--|--|--|-------|--|--|--|--|-------------------|--|--|
| 1 | Type of industry | <input type="checkbox"/> Agriculture・Forestr <input type="checkbox"/> Fishery <input type="checkbox"/> Mining <input type="checkbox"/> Construction <input type="checkbox"/> Manufacturing <input type="checkbox"/> Electricity, Gas, Heat supply and Water <input type="checkbox"/> Information and communications <input type="checkbox"/> Transportation <input type="checkbox"/> Wholesale and Retail trade <input type="checkbox"/> Finance・Insurance <input type="checkbox"/> Real estate <input type="checkbox"/> Academic study <input type="checkbox"/> Accommodation and food services <input type="checkbox"/> Services for amusement and hobbies <input type="checkbox"/> Medical health care and Welfare <input type="checkbox"/> Education, learning support <input type="checkbox"/> Compound services <input type="checkbox"/> Public service <input type="checkbox"/> Other() | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Name of applicant | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 85%; height: 20px;"> </td> <td style="width: 5%;">Date of Birth</td> <td style="width: 5%;">YY</td> <td style="width: 5%;">MM</td> <td style="width: 10%;">DD</td> </tr> </table> | | Date of Birth | YY | MM | DD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Date of Birth | YY | MM | DD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Contract period | <input type="checkbox"/> indefinite <input type="checkbox"/> definite Period (indefinite case, only start date) YY MM DD ~ YY MM DD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Main workplace of applicant | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name of workplace</td> <td style="width: 70%;"> </td> </tr> <tr> <td>Address of workplace</td> <td> </td> </tr> </table> | Name of workplace | | Address of workplace | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of workplace | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address of workplace | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Type of employment | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary worker thru agency <input type="checkbox"/> Contract employee <input type="checkbox"/> Part-timer at public office <input type="checkbox"/> Officer <input type="checkbox"/> Self-employed <input type="checkbox"/> Family employee <input type="checkbox"/> Side job <input type="checkbox"/> Outsourcing <input type="checkbox"/> Other() | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Work hour (Fixed work-hour case) | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Mon</td><td style="width: 5%;">Tue</td><td style="width: 5%;">Wed</td><td style="width: 5%;">Thu</td><td style="width: 5%;">Fri</td><td style="width: 5%;">Sat</td><td style="width: 5%;">Sun</td><td style="width: 15%;">Holiday</td><td style="width: 5%;">Total hours</td><td style="width: 15%;">monthly</td><td style="width: 15%;">hours</td><td style="width: 5%;">min</td><td style="width: 10%;">(break time min.)</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="4">Working days per month</td> <td colspan="4">days</td> <td colspan="2">Working days per week</td> <td colspan="3">days</td> </tr> <tr> <td colspan="5">Weekday</td> <td colspan="5">: ~ :</td> <td colspan="3">(break time min.)</td> </tr> <tr> <td colspan="5">Saturday</td> <td colspan="5">: ~ :</td> <td colspan="3">(break time min.)</td> </tr> <tr> <td colspan="5">Sunday and holiday</td> <td colspan="5">: ~ :</td> <td colspan="3">(break time min.)</td> </tr> </table> | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Holiday | Total hours | monthly | hours | min | (break time min.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | Working days per month | | | | days | | | | Working days per week | | days | | | Weekday | | | | | : ~ : | | | | | (break time min.) | | | Saturday | | | | | : ~ : | | | | | (break time min.) | | | Sunday and holiday | | | | | : ~ : | | | | | (break time min.) | | |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Holiday | Total hours | monthly | hours | min | (break time min.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Working days per month | | | | days | | | | Working days per week | | days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Weekday | | | | | : ~ : | | | | | (break time min.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Saturday | | | | | : ~ : | | | | | (break time min.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sunday and holiday | | | | | : ~ : | | | | | (break time min.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Work hour (Irregular work-hour case) | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Total hours</td> <td style="width: 15%;"> <input type="checkbox"/> Month <input type="checkbox"/> Week </td> <td style="width: 10%;">Hours</td> <td style="width: 10%;">Min (break time min.)</td> </tr> <tr> <td>Number of days worked</td> <td> <input type="checkbox"/> Month <input type="checkbox"/> Week </td> <td colspan="2">Days</td> </tr> <tr> <td>Main work hour zone</td> <td colspan="3">: ~ : (break time min.)</td> </tr> </table> | Total hours | <input type="checkbox"/> Month <input type="checkbox"/> Week | Hours | Min (break time min.) | Number of days worked | <input type="checkbox"/> Month <input type="checkbox"/> Week | Days | | Main work hour zone | : ~ : (break time min.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total hours | <input type="checkbox"/> Month <input type="checkbox"/> Week | Hours | Min (break time min.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of days worked | <input type="checkbox"/> Month <input type="checkbox"/> Week | Days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Main work hour zone | : ~ : (break time min.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Recent Employment Record ※include paid leave in days. include break & over time | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">Year</td><td style="width: 10%;">Month</td><td style="width: 10%;">Year</td><td style="width: 10%;">Month</td><td style="width: 5%;">Year</td><td style="width: 10%;">Month</td><td style="width: 5%;">Year</td><td style="width: 10%;">Month</td><td style="width: 5%;">Year</td><td style="width: 10%;">Month</td> </tr> <tr> <td colspan="2">Days/Month</td><td colspan="2">Hours/Month</td><td colspan="2">Days/Month</td><td colspan="2">Hours/Month</td><td colspan="2">Days/Month</td> </tr> </table> | Year | Month | Year | Month | Year | Month | Year | Month | Year | Month | Days/Month | | Hours/Month | | Days/Month | | Hours/Month | | Days/Month | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year | Month | Year | Month | Year | Month | Year | Month | Year | Month | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Days/Month | | Hours/Month | | Days/Month | | Hours/Month | | Days/Month | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | (Planned)Period of maternity leave | <input type="checkbox"/> Plan to take <input type="checkbox"/> On leave Period YY MM DD ~ YY MM DD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | (Planned)Period of childcare leave | <input type="checkbox"/> Plan to take <input type="checkbox"/> On leave <input type="checkbox"/> Completed Period YY MM DD ~ YY MM DD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Time Period of Leave other than Maternity Leave/Childcare Leave | <input type="checkbox"/> Plan to take <input type="checkbox"/> On leave <input type="checkbox"/> Completed Reason <input type="checkbox"/> Nursing care leave <input type="checkbox"/> Sick leave <input type="checkbox"/> Other () Period YY MM DD ~ YY MM DD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Expected date of return-to-work | <input type="checkbox"/> Plan to return <input type="checkbox"/> Already return YY MM DD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | (Planned)Change of work condition by short-hour-work system for childcare ※Including schedule | <input type="checkbox"/> Plan to take <input type="checkbox"/> On leave Period YY MM DD ~ YY MM DD Main work hour zone : ~ : (break time min) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Are you engaged in nursery teacher? | <input type="checkbox"/> Yes <input type="checkbox"/> Yes(Planned) <input type="checkbox"/> No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Remarks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |