

- This form can be filled in by hand or with a rubber stamp.
- In the case of dispatch work, in principle the information should be filled in by the dispatching agency or the seconding agency.

For Pupils' Clubs

Entry Example: Certificate of Employment (Front)

Certificate of Employment		For Pupils' Clubs	
To: <u>The Mayor of Minato City</u>		*This certificate should be completed by the parent's/guardian's employer, etc., and not by the parent/guardian.	
(1) Name of company issuing the certificate	<u>Minato Bank, Sagami Chuo Branch</u>	(5) Date of certification	<u>2024</u> YY <u>1</u> MM <u>15</u> DD
(2) Address of company issuing the certificate	<u>1-1-1 Chuo, Sagamihara City</u>	(6) Whom to contact about the contents of this certificate	Department in charge: <u>Staff and Personnel Section, General Affairs Department</u> Name of person in charge: <u>Kaoru Sakuragawa</u> Tel. no.: <u>03-1111-2222 (ext. 33)</u>
(3) Name of person responsible for issuance	<u>Hata Hamano</u>	I certify that the following information is true (only for the information that the certificate issuer has knowledge of as of the date of certification).	
(4) Title of person responsible for issuance	<u>Staff and Personnel Section Manager, General Affairs Department</u>	*If the contents of this certificate are created or modified without the authorization of the employer, etc., you may be subjected to criminal penalties.	
No. 1		Fields to be completed	
Name of applicant	<u>Taro Minato</u>	Furigana	<u>みなと たろう</u>
Address of applicant		<u>Apt. 101, Sunrise Tower, 1-2-3 Shiba Koen, Minato-ku</u>	
Items related to the applicant's employment status and employer (including provisional place of employment)			
2 (Provisional) Employment status	Current employment status	Currently employed <input checked="" type="radio"/> On maternity leave / On childcare leave / Provisionally employed (including those who have received informal job offers) Other ()	
	Solo transfer (without family) *Incl. planned transfer	Yes / <input checked="" type="radio"/> No	Period of transfer YY MM DD ~ YY MM DD
3	Name of company that is primary place of employment *Only if different from (1)	Primary place of employment	<u>At home / Outside of home</u>
4	Address of company that is primary place of employment *Only if different from (1)		
Items related to agreements with the applicant (employment contract or other employment-related agreements), and items related to the contents of the employment regulations *Please enter the items related to the contents of the employment contract/employment regulations, and not actual working hours.			
5	Format of employment	Executive officer/ Self-employed: Executive officer (Company director/auditor, corporate director, etc.) / Self-employed (Sole proprietor) Employee: <u>Regular employee or worker</u> • Part-time worker • Temporary employee • Contract/commissioned employee • Appointed employee for the fiscal year Other: • Side job • Family employee • Outsourcer	
	Working style	<u>Fixed working hours</u> • Variable working hours / Flexible hours / Working hours deemed as hours for off-site work / Discretionary labor system / Other ()	
6	No. of Working Days	Days per single month: <u>20</u> days	Days per single week: <u>5</u> days
7	Working hours *Including break times	Monthly	<u>180</u> hr. <u>0</u> min. Weekly <u>45</u> hr. <u>0</u> min. *(monthly average)
		Daily	<u>9</u> hr. <u>0</u> min. *(monthly average)
8	Time period of work *For those on a flexible hour system or discretionary labor system, please enter their standard time period of work.	Weekdays	<u>8</u> hr. <u>30</u> min. ~ <u>17</u> hr. <u>30</u> min. Break time (min.):
		Saturdays	hr. min. ~ hr. min. Break time (min.):
9	Working Days	<u>Mon / Tue / Wed / Thu / Fri / Sat</u> Sun / National holidays / Not fixed () days per month	
*Continued on Page 2 (reverse)			
10	Contract period *Please enter the (provisional) start date of employment, not the date on which the contract was signed. *Please also enter the date of contract expiry for those on fixed-term contracts.	Employment contract status	<u>Indefinite term / Fixed-term</u>
		(Provisional) Start date of employment (first day of work, date of entering the company, etc.)	Date of contract expiry *Only for those on fixed-term contracts
		<u>2011</u> YY <u>4</u> MM <u>1</u> DD or upon enrolling child in a Pupils' Club ~ YY MM DD	Whether or not contract will be renewed after expiration
Expected period of employment		Yes / Yes (anticipated) / No / Undecided YY MM DD ~ YY MM DD	
Items related to leave/reduced working hours systems for childcare			
11	(Expected) Period of childcare leave	YY MM DD ~ YY MM DD	
12	(Expected) Date of resuming work	YY MM DD *Only for those on childcare leave from company issuing the certificate	
13	Remarks		

The certificate is valid for three months from when it is issued.

Minato City may inquire with the company about the contents of the certificate.

Enter the individual's daily, weekly, and monthly working hours, including break times.

Enter the days that the individual works.

Make sure to enter the individual's start date of employment

Enter the date when the individual started/will start working

If the start date of the individual's current contract will differ due to contract renewal, etc., then enter the date that they first started working.

Enter the contract expiration date only if the individual is on a fixed-term contract. If the individual is on an indefinite term contract, then the column for the contract expiration

Enter the time from the start of work until the end of work.
Even if the individual is not using shortened childcare hours, enter their regular working hours and write their shortened childcare hours in the remarks column.

[Example]

- Use of shortened working hours system for childcare ⇒ Working hours
- Took paid leave for a leave of absence from work, without taking maternity leave ⇒ Period taking paid leave
- Parent/guardian took company sick leave due to illness ⇒ Period taking sick leave

Minato City Website



*The form for the Certificate of Employment can be downloaded from the official website of Minato City.
*This is an important document for the application. Please fill it out accurately. If there are any points to be clarified, we may contact the person who completed the document.
*If work is irregular, please enter the details in the "Remarks" column or attach a relevant document, such as a time card or an attendance record copy.
*If any of the contents in the document is found to be falsified, the application will become void and invalid. (An enrolled child will be withdrawn from the Pupils' Club.)
*If the applicant is working as a registered dispatched worker, a certificate of employment prepared by the workplace may be required.
*Please do not use a pencil, erasable pen, or correcting tape. (If you need to make a correction, strike through the mistake with a double line.)