

Certificate of Employment Entry Instructions

◇ Items related to the business issuing the certificate ((1) to (6))

(1) Name of company issuing the certificate	◇ Enter the name of the company issuing the certificate (corporate name). * Enter the company / organization / group name, etc. that is responsible for issuing the certificate of employment. * In the case of a sole proprietorship, enter the name of the business.
(2) Address of company issuing the certificate	◇ Enter the address of the company issuing the certificate. * Note that this is not the employment address of the applicant for whom the certificate is being issued (hereinafter the "applicant").
(3) Name of person responsible for issuance of the certificate	◇ Enter the name of the person responsible for the content of the certificate.
(4) Title of person responsible for issuance of the certificate	◇ Enter the position of the person responsible for the content of the certificate.
(5) Date of Certification	◇ Enter the date of certification (date when the certificate is issued). * Use the Western calendar when entering the year. * A valid certificate must be issued within three months of the application deadline.
(6) Whom to contact about the contents of this certificate	◇ With regards to the content of the certificate, enter the department in charge of receiving administrative contact/inquiries from the facility (Pupils' Club), the name of the person in charge, and their telephone number. * If there is no "department," such as in the case of a sole proprietorship, then the "department in charge" field can be left blank. * Note that this certificate should be created by the department or person in charge who can represent the business in certifying the content of the applicant's work.

◇ Items related to applicant's name, etc.

No. 1	Furigana and Name of applicant	◇ Enter the applicant's name and the furigana phonetic reading for their name.
	Address of applicant	◇ Enter the applicant's address.

◇ Items related to the applicant's employment status and employer (including provisional place of employment)

No. 2	(Provisional) Employment status	◇ Circle the applicable items for the applicant's current employment status. * "Currently employed" includes individuals who are being seconded from the company issuing the certificate and are working. * "On maternity/childcare leave" includes not only statutory pre/postnatal leave and childcare leave, but also company-specific leave. * "Provisionally employed (including those who have received informal job offers)" includes both of the following: <ul style="list-style-type: none"> • New employment (if the applicant is currently unemployed but has been offered employment at the company issuing the certificate) • Job change (if the applicant is currently working at another company but has been offered employment at the company issuing the certificate) * If none of these options apply, enter specifics in the parenthesis space for "Other". ◇ Circle the applicable items for whether or not the applicant will be assigned on a solo transfer (where an individual is posted to a job alone and in a location away from their family). If the answer is "Yes", then enter the period for the solo transfer. If the answer is "No" then it can be left blank.
No. 3	Name of company that is primary place of employment	◇ If the name of the applicant's primary place of employment is different than the name of the company issuing the certificate in (1), then enter the name of the company where the applicant is working. ◇ Circle the applicable item for the applicant's primary place of employment.
No. 4	Address of company that is primary place of employment	◇ If the address of the applicant's primary place of employment is different than the address of the company issuing the certificate in (2), then enter the address of the company where the applicant is working. * If the applicant works at more than one place of work, then enter the address of the main place of work. * If the applicant does not have a place of work, then enter where the applicant is primarily present during their working time, such as in their home.

◇ **Items related to the content of employment agreements with the applicant, and items related to the content of the employment regulations**

* Enter the items related to the contents of the employment contract/employment regulations, and not actual working hours.

<p>No. 5</p>	<p>Format of employment</p>	<p>◇ Circle the applicable item for the applicant's employment type. Definitions for the options are as follows:</p> <ul style="list-style-type: none"> • "Executive officer (Company director/auditor, corporate director, etc.)": Individuals who are an executive or officer of a company, organization, or public corporation, etc. (includes managers of stores, etc. that are organized as companies.) • "Self-employed (Sole proprietor)": Individuals who operate their own business as a sole proprietor. • "Regular employee or worker": Individuals who are not dispatch workers and who have concluded a labor contract for an indefinite term. • "Part-time worker": Individuals who has shorter scheduled worker hours per day or fewer scheduled working days per week than a regular employee/worker. • "Temporary employee (temporary employee from a worker dispatch agency)": Individuals who do not have a direct employment relationship with the company where they work and who have concluded a labor contract for a fixed period of time. • "Contract/commissioned employee": Individuals who have a direct employment relationship with the company where they work and who have concluded a labor contract for a fixed period of time. • "Appointed employee for the fiscal year": Individuals who are non-full-time staff appointed based on Article 22-2 of the Local Public Servants Law. • "Self-employed": Individuals who are related to a self-employed individual (sole proprietor) and are eligible for the full-time worker deduction. Also known as "so-called full-time workers" and "self-employed collaborators." • "Side job": Individuals who do paid work in their own home. • "Family employee": Individuals who are a family member of a self-employed person (relatives who share the same livelihood) and are engaged in the business that is run by the self-employed person. • "Outsourcer": Individuals who have concluded an outsourcing contract. • "Other": If none of the above options apply, then enter specifics in the parenthesis space for "Other". <p>◇ Circle the applicable items for the applicant's working style.</p> <p>* If none of the options apply, then enter specifics in the parenthesis space for "Other".</p>
	<p>Working style</p>	<p>◇ Circle the applicable items for the applicant's working style. Definitions for the options are as follows:</p> <ul style="list-style-type: none"> • "Fixed working hours": Working style under the working hours system based on Articles 32 and 40 of the Labor Standards Act. • "Variable working hours": Working style under the working hours system based on articles 32-2, 32-4, and 32-5 of the Labor Standards Act. • "Flexible hours": Working style under the working hours system based on Article 32-3 of the Labor Standards Act. • "Working hours deemed as hours for off-site work": Working style under the working hours system based on Article 38-2 of the Labor Standards Act. • "Discretionary labor system": Working style under the working hours system based on Articles 38-3 and 38-4 of the Labor Standards Act. <p>* If none of the options apply, then enter specifics in the parenthesis space for "Other".</p>
<p>No. 6</p>	<p>No. of working days</p>	<p>◇ Enter the applicants number of working days per single month and number of working days per single week.</p> <p>* This is the number of days that the applicant works based on their employment contract, not the number of days that they actually work (actual results).</p> <p>* If the applicant's employment contract stipulates their number of working days per month, then for the "Days per single week" column, enter the number of days divided by 4 (weeks).</p> <p>* If the applicant's employment contract stipulates their number of working days per week, then for the "Days per single month" column, enter the number of days multiplied by 4 (weeks).</p> <p>* If the applicant's employment contract stipulates their number of working days per year, then for the "Days per single month" column, enter the number of days divided by 12 (months) and for the "Days per single week" column, enter the number of days divided by 48 (weeks).</p>

No. 7	Working hours *Including break times	<ul style="list-style-type: none"> ◇ Enter the applicant's daily, weekly, and monthly working hours. * This is the number of hours that the applicant works based on their employment contract, not the number of hours that they actually work (actual results). Even if the applicant is utilizing a shortened working hours system for childcare, enter their number of working hours from before utilizing the system. * If the applicant's employment contract stipulates their number of working hours per week, then for the "Monthly" column, enter the number of hours multiplied by 4 (weeks). * If the applicant's employment contract stipulates their number of working hours per year, then for the "Monthly" column, enter the number of hours divided by 12 (months) and for the "Weekly" column, enter the number of hours divided by 48. * This section is about the number of working hours as stipulated in the applicant's employment contract, so exclude overtime hours. * If the applicant regularly has irregular work such as shift work, then enter their average working hours per day. Note that the additional submission of shift schedules may be requested if required to certify enrollment in a Pupils' Club. * Include break times (limited to breaks stipulated by work regulations, etc.) when entering working hours.
No. 8	Time period of work	<ul style="list-style-type: none"> ◇ Enter the time period during which the applicant works, separately for both weekdays and Saturdays. * If Saturday is a regular day off work for the applicant, then this column can be left blank. * Use 24-hour notation to enter the applicant's time period of work. If the applicant works night shifts that spawn more than one day (for example, if they work from 10 PM to 5 AM the next day), then enter 22:00 to 29:00". * Even if the applicant is utilizing a shortened working hours system, enter their working hours as stipulated in their contract or the company's regulations from before utilizing the system. * If the applicant has multiple work periods due to a shift work system, then indicate that in the remarks column or provide proof via an attached document. * If the applicant is using a flextime system or a discretionary labor system, then enter their standard working hours.
No. 9	Working days	<ul style="list-style-type: none"> ◇ Circle multiple applicable items for the applicant's working days as per their employment contract and the company's work regulations.
No. 10	(Provisional) Contract period	<ul style="list-style-type: none"> ◇ Circle whether the applicant has an indefinite term or fixed-term employment period. ◇ If the applicant's employment period is indefinite term, then enter their (provisional) start date of employment; if their employment period is fixed-term, then enter the period. * Use the Western calendar when entering the year. * For the (provisional) start date of employment, make sure to enter the expected start date even if it has not yet been confirmed. If the applicant's provisional start date of employment is the day that the applicant begins to have their child use the Pupils' Club, then circle "upon enrolling child in a Pupils' Club". ◇ If fixed-term is selected for the applicant's employment period, then circle one of the following options ("Yes" / "Yes (anticipated)" / "No" / "Undecided") for whether or not their contract will be renewed after it expires. ◇ If "Yes" or "Yes (anticipated)" are selected for whether or not the applicant's contract will be renewed after it expires, then, to the extent possible, also enter the expected employment period after the contract renewal. * As a general rule, enter a renewal as "provisional" if it is planned for the fiscal year but has not yet been confirmed. * For individuals who are self-employed (sole proprietors), enter your business start date.

◇ **Items related to leave/reduced working hours systems for childcare**

No. 11	(Expected) Period of childcare leave	<ul style="list-style-type: none"> ◇ Enter the period of childcare leave that the applicant is currently taking. * Includes not only statutory leave, but also company-specific leave. * If the applicant is currently taking childcare leave or is schedule to take childcare leave in the future, then enter the period (the dates known to the issuer as of the date listed in (6) date of certification. If the end date is undetermined, then the end date column can be left blank or the expected date can be entered.) * The end date column may be left blank if the leave period is undetermined and it is difficult to enter an expected end date.
No. 12	(Expected) Date of resuming work	<ul style="list-style-type: none"> ◇ Enter the applicant's (expected) date of resuming work or the date known to the issuer as of the date listed in (5) date of certification.
No. 13	Remarks	<ul style="list-style-type: none"> ◇ If there are any exceptions, then enter them in the remarks column. ◇ If the applicant's work schedule is irregular, then enter it in the remarks column or attach and submit a time card or attendance record.