

Certificate of Employment

To: The Mayor of Minato City

***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 | | (5) Date of certification | | YY | | MM | | DD |
| (2) Address of company issuing the certificate | | (6) Whom to contact about the contents of this certificate | Department in charge | | | | | |
| (3) Name of person responsible for issuance of the certificate | | | Name of person in charge | | | | | |
| (4) Title of person responsible for issuance of the certificate | | | Tel. no. | | | | | |

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).

***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. | Item | Fields to be completed |
|-----|----------------------|------------------------|
| 1 | Furigana | Date of birth |
| | Name of applicant | |
| | Address of applicant | |

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

| | | | | | | | | | | | | |
|---|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------|----|-----------------------------|----|---------------------------|----|----|----|
| 2 | (Provisional) Employment status | Current employment status | Currently employed / On maternity leave / On childcare leave / Provisionally employed (including those who have received informal job offers) Other () | | | | | | | | | |
| | | Solo transfer (without family) *Including planned transfer | Yes / No | Period of transfer | A.D. | YY | MM | DD | ~ | YY | MM | DD |
| 3 | Name of company that is the primary place of employment <small>*Only if different from (1)</small> | | | | | | Primary place of employment | | At home / Outside of home | | | |
| 4 | Address of company that is the primary place of employment <small>*Only if different from (1)</small> | | | | | | | | | | | |

Items related to agreements with the applicant (employment contract or other employment-related agreements), 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 | • Regular employee or worker • Part-time worker • Temporary employee • Contract/commissioned employee • Appointed employee for the fiscal year • Self-employed | | | | | | | | | |
| | | Other | • Side job • Family employee • Outsourcer • Other | | | | | | | | | |
| | Working style | Fixed working hours / Modified working hours / Flexible hours / Working hours deemed as hours for off-site work / Discretionary labor system / Shift work / Other () | | | | | | | | | | |
| 6 | Number of Working Days | Per single month days | | | | | der single week Days | | | | | |
| 7 | Working hours <small>*Including break times</small> | Week | hr. | min. | No. of working days | Week | days | | | | | |
| | | Day | hr. | min. | (Included break time) | min. | | | | | | |
| 8 | Time period of work <small>*Please enter the standard time of work for those on flexible hour system or discretionary labor system</small> | Weekdays | hr. | min. | ~ | hr. | min. | | | | | |
| | | Saturdays | hr. | min. | ~ | hr. | min. | | | | | |
| 9 | Fixed off day(s) | Mon / Tue / Wed / Thu / Fri / Sat / Sun / National holidays / Not fixed (days per month) | | | | | | | | | | |
| 10 | Contract period <small>*Please enter the (provisional) start date of employment, not the date on which you signed the contract. *Please also enter the date of contract expiry for those on fixed-term contracts.</small> | (If on fixed-term contract) Will the contract be extended? | | | Yes / No | | | | | | | |
| | | Start date of employment (first day of work, date of entering the company, etc.) | | | | | Date of contract expiry <small>*Only for those on fixed-term contracts</small> | | | | | |
| | | A.D. | YY | MM | DD | ~ | A.D. | YY | MM | DD | | |

| Items related to leave/reduced working hours systems for childcare | | | | | | | | | | |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------|----|----|----|---|------|----|----|----|
| 11 | (Expected) Period of childcare leave | A.D. | YY | MM | DD | ~ | A.D. | YY | MM | DD |
| 12 | (Expected) Date of resuming work *Only for those on childcare leave from the certificate issuing company | A.D. | YY | MM | DD | | | | | |
| 13 | Remarks | | | | | | | | | |

*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 the relevant document, such as a time card or copy of attendance record.

*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 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.)



Official website of Minato City