

How to fill in the [Certificate of Employment]

■ Items for employers issuing the certificate and commissioned welfare/child welfare volunteers

Certification date		○Fill in the certification date (the date the certificate is issued). *Use the Western calendar when entering the year.
Name of business		○Fill in the name of the company issuing the certificate (corporate name). *Fill in the name of the company / organization / group, etc. that is responsible for issuing the certificate of employment. * In the case of a sole proprietorship, fill in the name of the business.
Name of representative		○Fill in the name of the representative (corporate representative or sole proprietor) *If there is no-one with a role equivalent to representative or certifying authority is granted to someone other than the representative by the company, fill in the name of the person who is responsible for the content of the certificate and has the relevant certifying authority.
Address		○Fill in the address of the company issuing the certificate. *Note that this is not necessarily the workplace of the person whose employment is being certified (hereinafter, "the employee").
Phone number		○Fill in the phone number of the company issuing the certificate.
Name of person in charge/Contact information for person who filled in the form		○Fill in the name of the person in charge of the content of the certificate, who can be contacted by the municipality for administrative reasons, and their phone number.

■ Item related to place of employment

№1	Type of job	○Check (tick) the appropriate option for the employee's current work. *If none of these apply, check (tick) "Other" and briefly give details in the brackets.
----	-------------	--

■ Items relating to employee

№2	Name in kana/name of employee	○Fill in the employee's name and their name in kana.
	Date of birth	○Fill in the date of birth of the employee. *Use the Western calendar when entering the year.
№3	Address of employee	○Fill in the employee's address.

■ Items relating to employment status

№4	Period of employment (planned), etc.	○Check (tick) "Indefinite" or "Fixed" regarding the period of employment. ○If you have checked "Indefinite" for the period of employment, only write the start date of the employment; if you have checked "Fixed," write the period. *Use the Western calendar when entering the year. *If the details of the contract are expected to change, write the date that the unchanged contract finishes as the end date.
№5	Place of employment of employee	○If this differs from the name on the top right (the name of the business issuing the certificate), fill in the address of the office where the employee actually works. ○If this differs from the address on the top right, (the address of the business issuing the certificate), fill in the address of the place where the employee actually works. *If the employee actually works in multiple locations, fill in the address of their main workplace. *If there is no workplace, write the place where the employee mainly carries out their work, e.g. their home.
№6	Type of employment	○Check (tick) the appropriate box for the employee's type of employment. *If you are self-employed, check (tick) either "Self-employed" (sole proprietor, proprietor, representative, etc.), "Self-employed professional" or "Family employee" (if you share the same livelihood with a self-employed person who is related to you, and you work without pay at the business run by that self-employed person) *If you are a contract employee and an employee appointed for the fiscal year, check (tick) "Employee appointed for the fiscal year" *If you are a non-regular or temporary employee but not a part-time employee, temporary employee from an agency, contract employee, or an employee appointed for the fiscal year, check (tick) "Non-regular employee, temporary employee" *If none of the options apply, check (tick) "Other" and fill in the information concisely.

№7	Working hours (in the case of fixed employment)	<p>○Check (tick) the relevant option(s) for the employee's regular working days from "Mon, Tues, Wed, Thurs, Fri, Sat, Sun, Holiday" (can select multiple options)</p> <p>○Fill in the total working hours (monthly).</p> <p>*These are the working hours based on the employment contract, rather than the hours actually worked (work performed). Even if the employee is using the Shorter Working Hours for Childcare system, fill in the number of working hours before the system was used.</p> <p>*If the employment contract sets out the working hours per week, fill in the number of hours multiplied by 4 (weeks).</p> <p>*If the employment contract sets out the working hours per year, fill in the number of hours divided by 12 (months).</p> <p>*As this is for the working hours in the employment contract, do not include overtime. *Do include breaks (only breaks set out in the work regulations, etc.). Fill in the total number of hours a month given for breaks, as set out in the work regulations, etc.</p> <p>○Fill in the number of working days per month and per week.</p> <p>*These are the working days based on the employment contract, rather than the days actually worked (work performed).</p> <p>*If the employment contract sets out the number of working days per month, fill in the number of working days per week by dividing by 4 (weeks).</p> <p>*If the employment contract sets out the number of working days per week, fill in the number of working days per month by multiplying by 4 (weeks).</p> <p>*If the employment contract sets out the number of working days per year, fill in the number of working days per month by dividing by 12 (months) and the number of working days per week by dividing by 48 (weeks).</p> <p>○Fill in the working hours using 24-hour notation.</p> <p>*If the employee works night shifts that span more than one day, use a range of 00:00 to 29:00 (for example, if they work from 10 PM to 5 AM the next day then write "22:00 to 29:00").</p> <p>○Fill in the working hours for weekdays, Saturdays, and Sundays and holidays.</p> <p>*Include breaktimes (only breaks set out in the working regulations, etc.); fill in the time for breaks (minutes) set out in the work regulations for these hours.</p> <p>*If the employee does not work on weekdays, Saturdays, or Sundays and holidays, that option can be left blank.</p>
	Working hours (in the case of irregular work)	<p>○For employees who do not have set daily working hours, fill in the working hours based on the employment contract.</p> <p>○Fill in the working hours (total) per month or per week.</p> <p>*These are the working hours based on the employment contract, rather than the hours actually worked (work performed). Even if the employee is using the Shorter Working Hours for Childcare system, fill in the number of working hours before the system was used.</p> <p>*If the employment contract sets out the working hours per day, fill in the number of hours per week by multiplying by 5 (days).</p> <p>*If you write the number of working hours per week, the number of working hours per month will be taken as this figure multiplied by 4.</p> <p>*As this is for the working hours in the employment contract, do not include overtime.</p> <p>*Do include breaks (only breaks set out in the work regulations, etc.). Fill in the total break hours per month or week set out in the work regulations, etc.</p> <p>○Fill in the number of working days per month and per week.</p> <p>*These are the working days based on the employment contract, rather than the days actually worked (work performed).</p> <p>*If the employment contract sets out the number of working days per year, fill in the number of working days per month by dividing by 12 (months) and the number of working days per week by dividing by 48 (weeks).</p> <p>○Fill in the working hours using 24-hour notation.</p> <p>*If the employee works night shifts that span more than one day, use a range of 00:00 to 29:00 (for example, if they work from 10 PM to 5 AM the next day then write "22:00 to 29:00").</p> <p>○For the main working hours or shift hours, fill in the most likely hours (the hours the person works the most frequently).</p> <p>*If the employment contract does not set out core times, etc., fill in the hours assumed to be the most standard.</p> <p>*Please also submit a timecard or attendance record, etc. from the last month or more (if the employee's most recent work differs from normality, something from an average month).</p>
№8	Actual work performed *The number of days includes paid leave, and the number of hours includes breaks and overtime.	<p>○Fill in the number of working days and hours per month for the last three months. If no actual work was performed for one month in the last three months due to childcare leave, etc., fill in the actual work performed (excluding the month in which the maternity/childcare leave was taken) before the childcare leave, etc. was taken. If no actual work was performed because the employment is new, write your expectations for work in the future.</p> <p>*Fill this in starting from a new year/month (e.g. YYYY/06, YYYY/05, YYYY/04)</p> <p>*Include paid leave in the number of working days.</p> <p>*Include overtime in the number of working hours.</p> <p>*Include breaks (only breaks specified by work regulations) in the number of working hours.</p> <p>*If the employee is using the Shorter Working Hours for Childcare system, fill in the work performed while the system is being used (the work actually performed during that month)</p> <p>*Use the Western calendar when entering the year.</p>

№9	Taking maternity or postpartum leave *Includes planned leave	<p>○Check (tick) either “Planning to take leave,” or “Currently taking leave” regarding whether the employee is taking maternity or postpartum leave.</p> <p>*This includes not only statutory maternity or postpartum leave, but also company-specific leave.</p> <p>*Please fill in a planned end date even if the date of return has not been confirmed.</p> <p>*Use the Western calendar when entering the year.</p>
№10	Taking childcare leave *Includes planned leave	<p>○Check (tick) either “Planning to take leave,” “Currently taking leave,” or “Has already taken leave” regarding whether the employee is taking/has taken childcare leave.</p> <p>*This includes not only statutory childcare leave, but also company-specific leave.</p> <p>* Please fill in a planned end date even if the date of return has not been confirmed.</p> <p>*If the employee has taken leave, there is no need to fill in the leave record (period)</p> <p>*Use the Western calendar when entering the year.</p>
№11	Taking leave other than maternity or childcare leave *Includes planned leave	<p>○Check (tick) either “Planning to take leave,” “Currently taking leave,” or “Has already taken leave” regarding whether the employee is taking/has taken leave other than maternity or childcare leave.</p> <p>*This includes not only statutory leave, but also company-specific leave.</p> <p>*Please fill in a planned end date even if the date of return has not been confirmed.</p> <p>*If the employee has taken leave, there is no need to fill in the leave record (reason, period)</p> <p>*Use the Western calendar when entering the year.</p> <p>○Check (tick) the reason for taking leave other than maternity or childcare leave.</p>
№12	Date (or expected date) of return to work	<p>○If the employee’s current (or planned) childcare leave, etc. from the company issuing the certificate is ending and their return to work is planned, check (tick) “Planned return to work” and fill in the date of their planned return. If the employee has returned to work from childcare leave, etc. taken from the company issuing the certificate within the year, check (tick) “Has already returned to work” and fill in the date of their return.</p> <p>*Use the Western calendar when entering the year.</p>
№13	Use of the Shorter Working Hours for Childcare system? *Including planned use	<p>○If, as a result of using the Shorter Working Hours for Childcare system, the employee is planning to or is working shorter hours (so-called reduced hours based on special provisions in work regulations, etc.) than their regular working hours according to work regulations (the hours in No.7), check (tick) “Planning to use” or “Currently using.”</p> <p>○Fill in the period the employee is using (planning to use) this Shorter Working Hours system and their main working hours when they are using it (their working hours after changes have been made to their work schedule).</p> <p>* Note the working hours before the use of the Shorter Working Hours system in No.7 and the working hours after the use of the Shorter Working Hours system in No.13.</p> <p>*Use the Western calendar when entering the year.</p>

■Other items

№14	Will your contract (employment contract) be renewed when it ends?	<p>○If you checked “Fixed” for the employment period, check either “Yes,” “Yes (planned),” “No,” or “Undecided” depending on whether the contract will be renewed when it ends.</p> <p>*If the contract won’t be renewed or this is undecided, it is not possible for the employee to apply to a Pupils’ Club.</p>
№15	Period working away from home (including planned period)	<p>○Fill in the period the employee is working away from home.</p> <p>*If the end date is not confirmed, you can leave the end date blank.</p> <p>*Use the Western calendar when entering the year.</p>
№16	Familial relationship with employer	<p>○Check (tick) “Yes” or “No” depending on whether there is a familial relationship between the employee and employer.</p> <p>○If there is a familial relationship, write the relationship between the employee and employer.</p> <p>*Write family up to the third degree.</p>
№17	Remarks	<p>○If the total hours spent working exceed what is noted in the working hours given in No.7, due to exceptional overtime, etc. (e.g. the employee must arrive at work 15 minutes earlier than the working hours due to work regulations, etc.), note this in the remarks section.</p> <p>○If there are any other points to note, write them in this section.</p> <p>*Municipality-specific information may be required only with respect to items relating to sole proprietors, such as agricultural land area.</p>
№18	Guardian information	<p>○Enter the child’s name.</p> <p>○Enter the child’s date of birth</p> <p>○Fill in the name of the facility, and check either “Using” or “Applying.”</p> <p>*The guardian should fill this in.</p> <p>*If it is not filled in, check the details given on the application form for the use of Pupils’ Clubs.</p>