

Job (Informal Offer of Employment) Certificate <Site Employment>
勤務（内定）証明書<外勤用>

年 月 日
 XX (DD) XX (MM) 20XX YY

(To)
 (宛先)
 Mayor of Minato City
 港区長

• The date of issuance must be filled in to ensure that the

• You may provide this in writing or using a rubber stamp.
 • Please provide the company stamp or

Address
 所在地 **1-5-25 Shibakoen, Minato-ku**

Name of office/representative
 事業所・代表者名

Minato City

Company seal or company representative's

Tel:
 電話番号 ()

Name of person-in-charge completing this form()
 記入担当者名 (**Jiro Shiba**)

I hereby certify the following.
 次のとおり証明します。

Name 氏 名	Satsuko Minato		
Address 住 所	XX-XX-XX Mita, Minato-ku		
Date of employment (informal offer) 採用（内定）年月日	1(DD) 4(MM) 2006 (YY) (For specific periods: Till (DD) (MM) (YY) 平成18年 4月 1日から（期間の定めがある場合： 年 月 日まで）		
Actual working location (Address) 実際の勤務場所（住所）	XX-XX-XX Shibakoen, Minato-ku		
Name of workplace 勤務先所属名	XX Subsection, XX Section, Minato City	Work tel: XXXX-XXXX	勤務先電話番号 〇〇〇-〇〇〇
Working arrangements 勤務形態	Full-time・Non full-time・Part-timer・Dispatch staff・Contract staff・Other () 常勤・非常勤・パート・派遣社員・契約社員・その他 ()		
Job contents 仕事の内容	General administrative work		
No. of working hours per day 一日の勤務時間	Working hours 勤務時間		Per day/week 日・週当たり hours/day
	Weekdays 平日	8:30 a.m. - 5:15 p.m. 午前 8時 30分～午後 5時 15分	8.75 時
* If there is a core time, please provide not only the core time, but also include the prescribed working hours per day, per week, or per month.	Weekends 曜日	: a.m. ~ : p.m. 午前 時 分～午後 時 分	days/week 週 5 日
	Off days 定休日	Mon・Tue・Wed・Thu・Fri・Sat・Sun・Not fixed () 月・火・水・木・金・土・日・不定期(月に 日)	
Childcare leave period based on the Act on Childcare Leave, etc. 育児休業等に関する法律に基づく育児休業期間	From 22 (DD) 2 (MM) 2020 (YY) to 31 (DD) 5 (MM) 2021 (YY) 令和2年 2月 22日 から 令和3年5月 31日 まで		
Date of (scheduled) work resumption 復職（予定）日	DD MM YY (day after the last day of the childcare leave period) 令和3年 6月 1日 （育児休業期間最終日の翌日）		

Working hours
 • Please fill in the hours of employment from the starting time of work. Overtime hours are not included.
 • Even if you are working shorter working hours for childcare reasons, please fill in the regular working hours, and indicate in the "Comments" column the details of the shorter working hours for childcare.

Per day/week
 • Please fill in the number of hours per day, including break time.
 • If the number of hours per day, or number of working days per week, are not fixed due to shift work or other

• Please fill this in if you are currently on maternity leave/childcare leave.

• For the fields above the "Comments" column, please fill in the contents of regular employment. For exceptions, please indicate in the "Comments" column.

Examples:
 - Use of system of shorter working hours for childcare reasons
 - Not taking maternity leave but using paid vacation leave for time off
 - Parents/guardian taking sick leave from the company due to illness, etc.

*The form should be completed by the employer/business proprietor. If any corrections are made, please mark it with a blue checkmark.
 *This is an important document for the application. Please ensure that it is filled in correctly.
 *If the work is irregular, please indicate this in the "Comments" column or attach a separate sheet.
 *If any false representations are made in the contents, the application will be deemed invalid (those who are already employees with membership withdrawn).
 *If working as a registered dispatch worker, there are cases where it may be necessary to provide an employment certificate.

Please also refer to the (*) sections at the bottom part of the employment certificate when completing the form.