Employment Certificate

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■Information as for employer who issues the certificate

Date of certification		○State issuing date. ※Use year in AD
Name of company		○State address of issuing company. ※State the name of the company, organization, group responsible for issuing the certificate. ※If self-employed, state the name of the business.
Name of representative		○State the name of the representative (representative of a corporation or self-employed). ※If no suitable representative, provide the name of the person responsible for the content of the certificate.
Address		○State address of issuing company. ※Note that this is not the workplace address where the applicant (guardian) works..
Telephone number		○State telephone number of issuing company.
Name of responsible person / contact information		○Name of the department, the person in charge and his/her phone number for future inquiries from municipality.

■Employer

№1	Type of business	○Check the items that apply to current employment status. ※If none apply, check "□Other" and provide a brief description in parentheses.

■Employee

№2	Katakana／Name	○State applicant's full name with Katakana.
	Date of birth	○Applicant's date of birth. ※Use yeas in AD.

■Employment status

№3	Employment period ※(including planned one)	○Indicate whether contract has termination date or not by checking □Indefinite or □Fixed. ○If contract period is indefinite, state starting date only, and if it's fixed, state when to when. ※Use years in AD. ※If you plan to change the terms of the contract, indicate the date of contract termination prior to the change.
№4	Name of work place	○If applicant's actual workplace is different from the company stated above, state name of actual workplace. ○If the address of the workplace where the applicant actually works is different from the one above, state actual one. ※If there are two or more places, state address of main workplace. ※If there is no fixed place for the applicant to work, state the address of place where the applicant is staying most of work time, including residence.
№5	Type of employment	○Select applicable one and check ☑. ※For "self-employed", check either "self-employed" (sole proprietor, manager, representative) or "exclusive staff of self-employed " or "family employee" (family member of self-employed person who lives in the same household and is not paid a wage.) ※If a contract employee is also a part time employee at public office, check the latter one. ※If you are not a "part-time," "temporary," "contract," or "public office part-time" employee, check "part-time and temporary employee" ※If none of the above applies, make a checkmark in "Other" and specify.

| №6 | Work hour
（fixed work hours） | ○Check for applicant's normal working days among Mon. Tue. Wed. Thur. Fri. Sat. Sun. & Holidays［Multiple selections acceptable］
○State total work hour (per month)
　※Note that this must be work hours written on the employment contract, and should not be actual hours the applicant worked. Even if short work hour system is applied, state work hours before using the system.
　※If the contract stipulates work hours per one week, multiply weekly hours by 4 (weeks) and fill in the column of work hours per one month.
　※If the contract stipulates work hours per annum, divide annual hours by 12 (moths) and fill in the column of work hours per one month.
　※Do not include any overtime work hours.
　※Include break（stipulated in work rules）. Also state total monthly hours of break stipulated by the work rules of the company.
○State work days per one month and per one week.
　※Note that this must be work days written on the employment contract, and should not be actual days the applicant worked
　※If the contract stipulates work days per one month, divide monthly days by 4 (weeks) and fill in the column of work days per one week.
　※If the contract stipulates work days per one week, multiply weekly days by 4 (weeks) and fill in the column of work days per one month.
　※If the contract stipulates work days per annum, divide annual days by 12 (moths) and fill in the column of work days per one month, and similarly figure divided by 48 (weeks) in the column of work days per one week.
○Use 24-hour clock time
　※After midnight, use time 00:00 through 29:00 .（e.g. work commences at 2200 at night and ends at 0500 in next morning, then state as "22:00〜 29:00".)
○State work hours for each weekday, Saturday, Sunday and holiday.
　※Include break time（stipulated in employment regulations）. Enter the number of hours (minutes) of break time for the relevant period.
　※If no work on weekdays, Saturdays, Sundays, or holidays, leave this column blank. |
| | Work hour
（irregular work hours） | ○For employees whose daily work hours are not fixed, provide work hours based on the employment contract.
○State total hours worked per month or per week.
　※Note that this must be work hours written on the employment contract, and should not be actual hours the applicant worked. Even if short work hour system is applied, state work hours before using the system.
　※If the contract stipulates work hours per one day, multiply daily hours by 5 (days) and fill in the column of work hours per one week.
　※When weekly hours are listed, the hours multiplied by 4 are considered monthly hours.
　※Do not include any overtime work hours.
　※Include break（stipulated in work rules）. Also state total monthly or weekly hours of break stipulated by the work rules of the company.
○State work days per one month and per one week.
　※Note that this must be work days written on the employment contract, and should not be actual days the applicant worked
　※If the contract stipulates work days per annum, divide annual days by 12 (moths) and fill in the column of work days per one month, and similarly figure divided by 48 (weeks) in the column of work days per one week.
○Use 24-hour clock time
　※After midnight, use time 00:00 through 29:00 .（e.g. work commences at 2200 at night and ends at 0500 in next morning, then state as "22:00〜 29:00".)
○For primary work schedule/shift hours, indicate hours applicant is most likely to work (most frequently).
　※Even if employment contract does not specify core hours, be sure to list the most common hours expected.
　※Please note that if you work shifts, you may be asked to submit an additional shift schedule only if it is necessary to provide the municipality with a child care certification. |

№7	Actual work record ※Days include paid vacations; hours include paid vacation, breaks, and overtime	○Enter the number of days and hours worked per month for the last three months. If applicant has not worked for one month in the last three months due to childcare leave, enter the work record before the childcare leave (excluding the month of maternity/childcare leave). ※List from the most recent year and month (e.g., June 2023, May 2023, April 2023). ※Paid vacations are included in the number of days and hours worked. ※Overtime hours are included in the number of hours worked. ※Break (limited to the break stipulated in the work rules) is included in working hours. ※If applicant is using the short-hour-work system for childcare, enter the actual number of hours worked (for the applicable month). ※Use years in AD.
№8	Maternity leave ※(including planned one)	○Check "□will take" or "□is taking" or "□has taken" maternity leave. ※Period of leave should include both leave given based on relative laws and that based on company's own work rules. ※Even if termination date is not fixed yet, state estimated date of termination. ※For the leave already taken, state actual result. ※Use years in AD.
№9	Childcare leave ※(including planned one)	○Check "□will take" or "□is taking" or "□has taken" childcare leave. ※Period of leave should include both leave given based on relative laws and that based on company's own work rules. ※Even if termination date is not fixed yet, state estimated date of termination. ※For the leave already taken, state actual result. ※If more than one applies, list the one closest to the situation at the time of certification and the others in the Remarks column.（e.g..., If the applicant plans to take or is taking childcare leave and has taken childcare leave in the past, enter the childcare leave planned or taken in column 9 and the childcare leave taken in the past in the Remarks column.） ※Use years in AD.
No.10	Leaves other than maternity/childcare leave ※(including planned one)	○Check "□will take" or "□is taking" or "□has taken" childcare leave. ※Period of leave should include both leave given based on relative laws and that based on company's own work rules. ※Even if termination date is not fixed yet, state estimated date of termination. ※For the leave already taken, state actual result. ※If more than one applies, list the one closest to the situation at the time of certification and the others in the Remarks column. (e.g..., If the applicant plans to take or is taking leave and has taken leave in the past, enter the leave planned or taken in column 10 and the leave taken in the past in the Remarks column.） ※Use years in AD. ○Check the reason for taking leave.
№11	Date of return-to-work ※(including planned one)	○If applicant will return to work at the certificate-issuing workplace after completing(or planning to complete) the childcare leave, check "□Return to Work Planned" and enter the date he/she plans to return to work. If applicant has returned to work within one year of taking childcare leave, check "□Returned to work" and enter the date of return to work. ※Use years in AD.
No.12	short-hour-work system for childcare ※(including planned one)	○If applicant plans to work shorter hours (special exceptions to employment regulations, so-called "short-hour-work system for childcare") than the normal work hours under the employment regulations (work hours under Item 6) by using short-hour-work system for childcare, check either "Will receive" or "Is receiving" . ○Describe the (planned) period and the main work hours (work hours after the change of work system). ※Indicate your work hours before using short-hour-work system in No. 6 and after using short-hour-work system in No. 12. ※Use years in AD.

■Others

№13	Work as a nursery school, kindergarten or childcare teacher	○Check "□Yes", "□Expect to work", or "□No"
No.14	Remarks	○If there are any special exceptions to the hours listed in #6 (such as a requirement to report to work 15 minutes before the hours listed in the work rules) or restrictions on hours other than those listed, indicate them in this column. ○If additional information is needed on childcare leave (No. 9) and leaves other than maternity/childcare leave (No. 10), provide it in this column. ○If there are other special notes, enter them here.

■Additional input field

No.15	Solo assignment	○Check "□Yes" or "□No" ○If "□Yes", specify the period. ※Use years in AD. ※If the termination date is not fixed, you can leave it blank.
No.16	Childcare leave benefits	○Check "□Yes" or "□No" to indicate eligibility for child care leave benefits.