

# Employment Certificate

To Mayor of Kokubunji City

Date of certification	YY	MM	DD
Name of company			
Name of representative			
Address			
Telephone No.	—	—	
Person in charge			
Tel.No.of above person	—	—	

I certify that the following information is true and correct.

※You may be charged with a criminal offense if the contents of this certificate are created or altered without the permission of the employer.

No.	Item	Column																																																																															
1	Type of business	<input type="checkbox"/> 農業・林業 <input type="checkbox"/> 漁業 <input type="checkbox"/> 鉱業・採石業・砂利採取業 <input type="checkbox"/> 建設業 <input type="checkbox"/> 製造業 <input type="checkbox"/> 電気・ガス・熱供給・水道業 <input type="checkbox"/> 情報通信業 <input type="checkbox"/> 運輸業・郵便業 <input type="checkbox"/> 卸売業・小売業 <input type="checkbox"/> 金融業・保険業 <input type="checkbox"/> 不動産業・物品賃貸業 <input type="checkbox"/> 学術研究・専門・技術サービス <input type="checkbox"/> 宿泊業・飲食サービス業 <input type="checkbox"/> 生活関連サービス業・娯楽業 <input type="checkbox"/> 医療・福祉 <input type="checkbox"/> 教育・学習支援業 <input type="checkbox"/> 複合サービス事業 <input type="checkbox"/> 公務 <input type="checkbox"/> その他 ( )																																																																															
2	Katakana																																																																																
	Name	Date of birth YY MM DD																																																																															
3	Employment period	<input type="checkbox"/> 無期 <input type="checkbox"/> 有期    Period Start date of employment for Indefinite YY MM DD ~ YY MM DD																																																																															
4	Name of work place	Name																																																																															
		Address																																																																															
5	Type of employment	<input type="checkbox"/> 正社員 <input type="checkbox"/> パート・アルバイト <input type="checkbox"/> 派遣社員 <input type="checkbox"/> 契約社員 <input type="checkbox"/> 会計年度任用職員 <input type="checkbox"/> 非常勤・臨時職員 <input type="checkbox"/> 役員 <input type="checkbox"/> 自営業主 <input type="checkbox"/> 自営業専従者 <input type="checkbox"/> 家族従業者 <input type="checkbox"/> 内職 <input type="checkbox"/> 業務委託 <input type="checkbox"/> その他 ( )																																																																															
6	Work hour (Fixed)	<table> <tr> <td>Mon.</td><td>Tue.</td><td>Wed.</td><td>Thu.</td><td>Fri.</td><td>Sat.</td><td>Sun.</td><td>Holiday</td><td>Total hour</td><td>Per month</td><td>hour</td><td>min. ( Break</td><td>min.)</td></tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>hour</td><td>month</td><td></td><td></td><td></td></tr> <tr> <td colspan="8">Work days per month</td><td>days</td><td colspan="4">Work days per week</td><td>days</td></tr> <tr> <td colspan="8">Weekday</td><td>:</td><td colspan="2">~</td><td>:</td><td>( Break min. )</td></tr> <tr> <td colspan="8">Saturday</td><td>:</td><td colspan="2">~</td><td>:</td><td>( Break min. )</td></tr> <tr> <td colspan="8">Sunday / Holiday</td><td>:</td><td colspan="2">~</td><td>:</td><td>( Break min. )</td></tr> </table>	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Holiday	Total hour	Per month	hour	min. ( Break	min.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hour	month				Work days per month								days	Work days per week				days	Weekday								:	~		:	( Break min. )	Saturday								:	~		:	( Break min. )	Sunday / Holiday								:	~		:	( Break min. )
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	Work hour (Irregular)	<table> <tr> <td>Total hour</td><td><input type="checkbox"/> Per month    <input type="checkbox"/> Per week</td><td>hour</td><td>min. ( Break min. )</td></tr> <tr> <td>Work days</td><td><input type="checkbox"/> Per month    <input type="checkbox"/> Per week</td><td>days</td><td></td></tr> <tr> <td>Main work hours ・Shift work hours</td><td>:</td><td>~</td><td>:</td><td>( Break min. )</td></tr> </table>	Total hour	<input type="checkbox"/> Per month <input type="checkbox"/> Per week	hour	min. ( Break min. )	Work days	<input type="checkbox"/> Per month <input type="checkbox"/> Per week	days		Main work hours ・Shift work hours	:	~	:	( Break min. )																																																																		
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7	Recent work record ※Includes paid vacations,breaks, and overtime.	<table> <tr> <td>Yr./Mo.</td><td>Yr.</td><td>Mo.</td><td>Yr./Mo.</td><td>Yr.</td><td>Mo.</td><td>Yr./Mo.</td><td>Yr.</td><td>Mo.</td></tr> <tr> <td colspan="2">days</td><td>hours</td><td colspan="2">days</td><td>hours</td><td colspan="2">days</td><td>hours</td></tr> </table>	Yr./Mo.	Yr.	Mo.	Yr./Mo.	Yr.	Mo.	Yr./Mo.	Yr.	Mo.	days		hours	days		hours	days		hours																																																													
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days		hours	days		hours	days		hours																																																																									
8	Period of maternity leave (Planned)	<input type="checkbox"/> Will take <input type="checkbox"/> Is taking <input type="checkbox"/> Has taken Period YY MM DD ~ YY MM DD																																																																															
9	Period of childcare leave (Planned)	<input type="checkbox"/> Will take <input type="checkbox"/> Is taking <input type="checkbox"/> Has taken Period YY MM DD ~ YY MM DD																																																																															
10	Leaves other than above	<input type="checkbox"/> Will take <input type="checkbox"/> Is taking <input type="checkbox"/> Has taken    Reason <input type="checkbox"/> Caregiving <input type="checkbox"/> Sick <input type="checkbox"/> Other ( ) Period YY MM DD ~ YY MM DD																																																																															
11	Date of return-to-work (Planned)	<input type="checkbox"/> Plan to return <input type="checkbox"/> Has returned    YY MM DD																																																																															
12	Short-hour-work system for childcare (Planned)	<input type="checkbox"/> Will take <input type="checkbox"/> Is taking    Period YY MM DD ~ YY MM DD Main work hours ・Shift work hours : ~ : ( Break min. )																																																																															
13	Work as nursery school	<input type="checkbox"/> Yes <input type="checkbox"/> Expect to work <input type="checkbox"/> No																																																																															
14	Remarks																																																																																