

Employment Certificate

To the Mayor of Sasebo city

就労証明書【英語版】

Certification date (Y/M/D) 〇〇〇〇 年 △△ 月 ×× 日

This is an example of how to fill out the
Employment Certificate and explanation of its
contents.
Please use the Japanese version of the

Company name 〇〇 company
Representative's name 〇〇 △△
Company Address Sasebo-shi 〇〇-cho △-×
Company Phone number 0956 - 〇〇 - △△△△
Name of the person in charge □□ ××
Contact no. of the person responsible for issuing this certificate 0956 - □□ - ××××

I certify that the following information is true.

※If you create or modify the contents of this certificate without the permission of your employer, you may be charged criminal offense.

No.	Item	Entry column
1	Industrial classification	<input type="checkbox"/> Agriculture・Forestry <input type="checkbox"/> Fishery <input type="checkbox"/> Mining industry・Quarrying of stone・Gravel extraction <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Manufacturing <input type="checkbox"/> Electricity・Gas・heat supply・water services <input type="checkbox"/> Information and communications <input type="checkbox"/> Transport・Postal services <input type="checkbox"/> Wholesale・Retail trade <input type="checkbox"/> Finance・Insurance <input type="checkbox"/> Real estate・Goods rental and leasing <input type="checkbox"/> Scientific research・Professional・Technical services <input type="checkbox"/> Accommodation・Food service industry <input type="checkbox"/> Living-related services・Entertainment business <input type="checkbox"/> Medical, health care・Welfare <input type="checkbox"/> Education・Learning support <input type="checkbox"/> Multi-service business <input type="checkbox"/> Public service <input type="checkbox"/> Other ()
2	Furigana	サセボ ケイコ
2	Employee's name	SASEBO KEIKO D.O.B.(Y/M/D) 〇〇〇〇 年 △△ 月 ×× 日
3	(Scheduled)employment period, etc.	<input checked="" type="checkbox"/> Indefinite term <input type="checkbox"/> Fixed-term Period (Write only employment start date if term is indefinite) ×××× 年 〇〇 月 △△ 日 ~ 年 月 日
4	Place of employment	〇〇 company Sasebo office
4	Employee's address	Sasebo-shi △-cho 〇〇-□□
5	Employment status	<input checked="" type="checkbox"/> Full-time employee [SEISHAIN] <input type="checkbox"/> Part-time employee [PATO or ARUBAITO] <input type="checkbox"/> Dispatched employee [HAKEN SHAIN] <input type="checkbox"/> Contracted worker [KEYAKU SHAIN] <input type="checkbox"/> Fiscal year appointed employee [KAIKEI NENDO NINYO SHOKUIN] <input type="checkbox"/> Non-full-time [HIJOKIN]・Temporary staff [RINJI SHOKUIN] <input type="checkbox"/> Self-employed [JIEIGYO-NUSHI] <input type="checkbox"/> Full-time family employee [JIEIGYO-SENJUSHA] <input type="checkbox"/> Unpaid family employee [KAZOKU-JUGYOSHA] <input type="checkbox"/> Piece work at home [NAISHOKU] <input type="checkbox"/> Outsourcing employee [GYOMU ITAKU] <input type="checkbox"/> Other ()
6	Working hours (For those whose working hours are regular)	Mon Tue Wed Thu Fri Sat Sun Holidays Total working hours 月間 140 hr.(時間) 00 min.(分)/month (Out of these hours, how many minutes are spent on work break: 1200 min.(分)) <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Working days per month 月間 20 days per month (日) Working days per week 週間 5 days per week(日) Weekday 9 hr.(時) 00 min.(分) ~ 16 hr.(時) 00 min.(分) (Work break 60 min.(分)) Saturday hr.(時) min.(分) ~ hr.(時) min.(分) (Work break min.(分)) Sunday & National Holiday hr.(時) min.(分) ~ hr.(時) min.(分) (Work break min.(分))
6	Working hours (For those whose working hours are irregular)	Total hours <input type="checkbox"/> Monthly(月間) <input type="checkbox"/> Weekly(週間) hr.(時間) min.(分) (Work break min.(分)) No. of days worked <input type="checkbox"/> Monthly(月間) <input type="checkbox"/> Weekly(週間) days(日) Main working hours・Shift working hours hr.(時) min.(分) ~ hr.(時) min.(分) (Work break min.(分))
7	Actual working records ※Include paid vacation days on number of days, and breaks and overtime on number of hours worked	Year & month 〇〇〇〇 年 7 月 Year & month 〇〇〇〇 年 8 月 Year & month 〇〇〇〇 年 9 月 22 days/month 154 hours/month 20 days/month 140 hours/month 19 days/month 133 hours/month
8	Maternity leave before and after childbirth ※Include planned leave	<input type="checkbox"/> Scheduled to take <input type="checkbox"/> Currently on leave Period 年 月 日 ~ 年 月 日
9	Childcare leave ※Include planned leave	<input type="checkbox"/> Scheduled to take <input type="checkbox"/> Currently on leave <input type="checkbox"/> Completed leave Period 年 月 日 ~ 年 月 日
10	Other holidays ※Include planned leave	<input type="checkbox"/> Scheduled to take <input type="checkbox"/> Currently on leave <input type="checkbox"/> Completed leave reason <input type="checkbox"/> nursing care <input type="checkbox"/> Sick leave <input type="checkbox"/> Other Period 年 月 日 ~ 年 月 日
11	Date of (scheduled) return	<input type="checkbox"/> Scheduled to return to work <input type="checkbox"/> Already returned 年 月 日
12	Use of shortened working hour program ※Include scheduled use	<input type="checkbox"/> Scheduled to use <input type="checkbox"/> Currently using Period 年 月 日 ~ 年 月 日 Main shortened working or shift hours hr.(時) min.(分) ~ hr.(時) min.(分) (Work break min.(分))
16	Actually working as a qualified teacher	<input type="checkbox"/> Yes <input type="checkbox"/> Planned <input type="checkbox"/> No
17	Remarks	Working after 19:00 more than 2 days a week (<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No)

(※Section to be completed by the employer ends here)

保護者記載欄

Child's name	SASEBO ICHIRO	D.O.B	〇〇 年 △△ 月 ×× 日	Relp. to the person on field No. 2 (Employee)	<input checked="" type="checkbox"/> Child <input type="checkbox"/> Other ()
Situation of childcare facility use	<input checked="" type="checkbox"/> Currently using (〇〇 KODOMOEN) <input type="checkbox"/> Under application ()				
Child's name	SASEBO HANAKO	D.O.B	×× 年 〇〇 月 △△ 日	Relp. to the person on field No. 2 (Employee)	<input checked="" type="checkbox"/> Child <input type="checkbox"/> Other ()
Situation of childcare facility use	<input type="checkbox"/> Currently using () <input checked="" type="checkbox"/> Under application (〇〇 KODOMOEN)				
Commuting time from home to work(Exclude pick-up time)	hr.(時) 30 min.(分)/day		Date of retirement from previous job ※In case of job change	Company name 〇〇〇〇 年 ×× 月 △△ 日 △△ Company	