

Employment Certificate

就労証明書【英語版】



To the Mayor of Sasebo city

Certification date (Y/M/D) 〇〇〇〇 年 ΔΔ 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 ΔΔ
Company Address Sasebo-shi 〇〇-cho Δ-×
Company Phone number 0956 - 〇〇 - ΔΔΔΔ
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 Employee's name | サセボ ケイコ SASEBO KEIKO D.O.B.(Y/M/D) 〇〇〇〇 年 ΔΔ 月 ×× 日 |
| 3 | Employee's address | Sasebo-shi Δ-cho 〇〇-□□ |
| 4 | (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 ΔΔ 日 ~ 年 月 日 |
| 5 | Place of employment | 〇〇 company Sasebo office |
| 6 | Work address, etc. | Work address (Location of workplace) Sasebo-shi Δ-cho 〇〇-□□ Commuting method <input type="checkbox"/> Train·Bus Nearest station/stop to home () Nearest station/stop to workplace () <input checked="" type="checkbox"/> Only walking·biking <input type="checkbox"/> Automobile <input type="checkbox"/> Other () |
| 7 | Work phone no. | 0956 - □□ - ×××× |
| 8 | 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 [KEIYAKU 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 NUSHU] <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 () |
| 9 | Working hours (For those whose working hours are regular) | <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Holidays Total working hours 月間 140 hr.(時間) 〇〇 min.(分)/month (Out of these hours, how many minutes are spent on work break: 1200 min.(分)) 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) 〇〇 min.(分) ~ 16 hr.(時) 〇〇 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)) |
| 10 | 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)) |
| 11 | 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 |
| 12 | 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 |
| 13 | 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 |
| 14 | Date of (scheduled) return | <input type="checkbox"/> Scheduled to return to work <input type="checkbox"/> Already returned 年 月 日 |
| 15 | Use of shortened working hour program ※Include scheduled use | <input type="checkbox"/> Scheduled to use <input type="checkbox"/> Currently using Main shortened working or shift hours hr.(時) min.(分) ~ hr.(時) min.(分) (Work break min.(分)) |
| 16 | Qualification for childcare teacher, etc. | Qualification·license acquisition status <input type="checkbox"/> Childcare teacher qualification <input type="checkbox"/> Kindergarten teacher license Actually working as a qualified teacher <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 17 | Remarks | Working after 19:00 more than 2 days a week (Yes (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 ΔΔ 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 ΔΔ 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 | 〇〇〇〇 年 ×× 月 ΔΔ 日 | Company name | ΔΔ Company |