

To gardians

Please let us know if you change your job.

Table with 3 columns: 児童名 (Child's name), 生年月日 (Date of birth), 保育施設名 (Nursery name)

Notes: If there are any untrue statements on the certificate, your child's admission and daycare practice will be canceled.

To whom it may concern

See the examples on the back and fill out this form with ball-point pen in all block letters.

We will call or visit your office to confirm the certificate. Thank you for your cooperation.

Certificate of Employment

I hereby certify that the employee (has been employed / will be employed) as mentioned below.

Form fields for Name of the person who wrote this form, Office address, Office name, Name of employer, and STAMP areas.

•The Certificate without date of issue and stamp or signature is invalid.

Main Certificate of Employment form with sections for Employee's name, Date of employment, Type of employment, Office name, Description of job, Working hours, Salary, and Maternity/Child-care leave.

Blanks for office

<For official use only>

Table for official use with columns: 調査日, 調査員, 担当者(相手), 調査・確認内容

【市記入欄】



To whom it may concern

We use this application only for entering nursery.
We will call or visit your office to confirm this certificate.
Thank you for your cooperation.

【Notes】

- This certificate must be written by the employer.
- To make corrections, write double line there and put your stamp.
- When the date of issue on the certificate is before the hiring date, it will be invalid. (Excepting prospective employees)
- If there are any untrue statements on the certificate,
- the employee's child's admission and daycare practice will be canceled.
- Please make sure to write the number of days the employee worked in last six months.



Please see the notes below and fill out all blanks.

If you have any questions, please contact us.



«Contact information»

Ginowan city nursery school section Tel 098-893-4411 Extension 3312・3313

【Working hours】

Write a base basic working hours on the contract. (including breaks and excepting over time.)

【Rotating shift】

① Write total working hours per week including breaks.

② Write usual working time and total working hours per week.

If the employee has more than four shift patterns, please attach the shift schedule.

The certificate without date of issue, date of employment, expiry date of contract and stamp or signature is invalid.

【Office address】

If the employee is hired by staffing company for other company and location,

- ① Write staffing company name and address above.
- ② Write the company name, address and phone number that employee actually works.

Certificate of Employment													
I hereby certify that the employee (has been employed / will be employed) as mentioned below.													
/ / (MM/ DD / YYYY)			Office address										
Name of the person who wrote this form				Office name									
STAMP				Name of employer		STAMP							
*The Certificate without date of issue and stamp or signature is invalid.													
Employee's name		Employee's address											
Date of employment		/ / (month/ day / year)											
Date of contract		/ / (Write the expired of contract.)		Prospect of continuous employment (Yes / No)									
Type of employment		A regular employee / A contract employee / A part-timer / Others() There is family relationship between the employee and the employer. (Yes / No)											
Office name		Office address		Office phone number									
Description of job (Write in detail)													
Type of working time		Fixed shift / Rotating shift											
Working hours • Total hours include breaks.	From am. / pm. To am. / pm. Total () hours		Insurance		(Yes / No)								
	From am. / pm. To am. / pm. Total () hours		Withholding slip		(Yes / No)								
	From am. / pm. To am. / pm. Total () hours		Pay statement		(Yes / No)								
	Rotating shift: Total working hours per week (including breaks)		hours		Attendance book or time card (Yes / No)								
The number of working days		(basic) days/per month or /per week • Circle the working days (Mon. Tue. Wed. Thu. Fri. Sat. Sun)											
How to commute to work		by car / bus / walk / other()		Commuting distance		(Oneway) Km							
Salary		Basic pay of monthly (yen) / Daily wage(yen) / hourly wage(yen)											
*Write the number of working days in last six months.		(YYYY / MM)		Days worked		days		(YYYY / MM)		Days worked		days	
*If the employee is on the maternity leave, write the situation before that.		(YYYY / MM)		Days worked		days		(YYYY / MM)		Days worked		days	
*Total pay includes taxes and other reductions except the transport allowance.		(YYYY / MM)		Days worked		days		(YYYY / MM)		Days worked		days	
Period of maternity leave		From / / (MM/ DD / YYYY) To / /											
Period of child-care leave		From / / (MM/ DD / YYYY) To / /											
Date of returning to work		/ / (MM/ DD / YYYY)											

【The number of working days】

Write basic number of working days per month on the contract.

If the employee works in some rotating shifts, write average days per week or month.

【Salary】

Please write basic pay per month, daily wage or weekly wage.

【Number of working days in last six month】

① Days worked
→ Including paid holidays

② Total pay
→ Excepting any bonus.

③ If the employee works less than six month, fill out the blanks as much as possible.

【Maternity leave and Child-care leave】

If the employee is in the maternity leave or child-care leave, please make sure to fill out these blanks and date of returning to work.