

Dear person in charge of personnel affairs and salary:

We appreciate your spending time to provide the information below for **getting certification to make childcare fees free**. Fill in each item correctly without omission. If you make corrections, stamp on them the seal of the employee or that of the representative of your company.

Please beware that the certificate would be invalid if you made corrections with correction fluid. We might contact and ask the person in charge of personnel affairs nad salary for reference.

If you have any question on the form, please contact the Nursery School section of Chatan Town Office.

※we don't have English speaker anytime, so when you ask anything to us, please send by e-mail.(Email:kodomokateika@chatan.jp)

※DO NOT provide false information.

| | |
|-----------------------|---------------|
| Filled in by guardian | Name of child |
| | |
| an | Date of birth |
| | / / |

就労証明書(施設等利用給付認定用)

Employment Certificate

(For getting certification to make childcare fees free)

To:Mayor Of Chatan Town

Company Location: _____

This is to certify that the following information is true.

Company Name: _____

Representative's Name: _____ Seal/Signature

TEL: _____

| | |
|---------------------------------------|-------|
| The date filled in this certification | / / |
|---------------------------------------|-------|

Person in charge of personnel affairs: _____ Seal/Signature

※The certificate would be invalid if lacked the date of certification.

※NOT valid without company seal or seal of representative.

| | | | | | |
|--|---|---|--|----|------------------|
| Name of employee | | | Address of employee | | |
| Type of employment | Reguler / Temporary / Outsourced worker / Part time / Home employed / others() | | | | |
| Date of Employment | / / (dd/mm/yy) | If the employment contract delineates the period of employment | the employment contract is , or scheduled, to be renewed by ___year ___month ___day. | | |
| Working hours (24hours) | Regular working hours | | Variable Working hours System | | |
| | Weekdays: | : to : (hours) | : | to | : (hours) |
| | Saturday: | : to : (hours) | : | to | : (hours) |
| | Sunday: | : to : (hours) | a month / a week (hours) | | |
| Working Days | ___days/week(___hours/week)/___days/month | | Number of holidays:()regular/irregular | | |
| Commuting time | Round-trip about ()hours | access to work | car / bus / walk / others() | | |
| Basic payment | ___ (Yen / dollars) a month / ___ (Yen / dollars) a day / ___ (Yen / dollars) an hour | | | | |
| Latest 3 months Payments <small>※If there is no payments because he/she is taking child-care leave or right after starting work please fill "0yen".</small> | ___ (year) ___(month) | working days () days | payment _____ (Yen / dollars) | | |
| | ___ (year) ___(month) | working days () days | payment _____ (Yen / dollars) | | |
| | ___ (year) ___(month) | working days () days | payment _____ (Yen / dollars) | | |
| Job description | | | | | |
| Current condition or schedule of maternity or child-care leave | Maternity leave | From | / / | to | / / (dd/mm/yy) |
| | Child-care leave (including planning) | From | / / | to | / / (dd/mm/yy) |
| | | check the appropriate box if your employee concerned <input type="checkbox"/> The employee can return to work in 2 weeks when his/her child is accepted by a nursery . | | | |
| | leave other than above | From | / / | to | / / (dd/mm/yy) |
| The day of coming back to work | | / / | | | |
| Company Location | ※Fill in the address below if the place of work is different from the address above "Company Location". | | | | |
| | The employee has been (or is planning to be) a business bachelor for 6 months or over since ___year ___month ___day | | | | |