

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 with 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 and salary for reference.

If you have any question on the form, please contact Chatan Town Office.

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

※DO NOT provide false information.

Filled in by guardian	Name of child
	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: \_\_\_\_\_

Person in charge of personnel affairs: \_\_\_\_\_ Seal/Signature

The date filled in this certification	/ /
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※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 <b>nursery</b> .			
	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				