

Work Certificate

To Mayor of Yomitan Village

Date of certification	In A.D	Year	Month	Day
Office Name				
Name of Representative				
Address				
TEL	—		—	
Name of the person in-charge				
Contact information of the person in-charge	—		—	

I hereby certify that the following information is true.

If you make or alter the contents of this certificate without the permission of the business or other entity where you work, you may be charged with a crime under criminal law.

No.	List	Description																																																																																																																				
1	Type of Business	☐ Agriculture and forestry ☐ Fishing ☐ Mining, quarrying, and gravel extraction ☐ Construction ☐ Manufacturing ☐ Electricity, gas, heat supply, and water supply ☐ Information and Communication ☐ Transportation and Postal Services ☐ Wholesale and retail trade ☐ Finance and insurance ☐ Real estate and property rental ☐ Academic research and professional ☐ Lodging and food services ☐ Lifestyle-related services and entertainment ☐ Medical care and welfare ☐ technical services Education and Learning Support ☐ Combined services ☐ Public service ☐ Others ()																																																																																																																				
2	Name of the applicant	Date of Birth Year Month Day																																																																																																																				
3	Employment (planned) period, etc.	☐ Indefinite ☐ Fixed term Period (If indefinite, only start date of employment) Year Month Day ~ Year Month Day																																																																																																																				
4	Company where the applicant works	Name Address																																																																																																																				
5	Type of Employment	☐ Full-time Employee ☐ Part-time Job ☐ Temporary Employee ☐ Contract Employee ☐ Fiscal Year Contracted Staff ☐ Part-time/Temporary Staff ☐ Board Member ☐ Self-employed Person ☐ Self-employed Full-time Worker ☐ Family Employee ☐ Home Job ☐ Subcontracting ☐ Others ()																																																																																																																				
6	Working hours	<table> <tr> <td>Mon</td><td>Tues</td><td>Wed</td><td>Thurs</td><td>Fri</td><td>Sat</td><td>Sun</td><td>Public holidays</td><td>Total hours</td> <td>Monthly</td> <td>Hours</td> <td>Min</td> <td>(Break time</td> <td>minutes)</td> </tr> <tr> <td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Number of working days per month</td> <td colspan="4">Monthly</td> <td>Day</td> <td colspan="2">Number of working days per week</td> <td colspan="2">Week</td> <td>Day</td> </tr> <tr> <td colspan="4">Weekdays</td> <td colspan="4">Hr.</td> <td>Min</td> <td>~</td> <td colspan="2">Hr.</td> <td>Min</td> <td>Break time(minutes)</td> </tr> <tr> <td colspan="4">Saturdays</td> <td colspan="4">Hr.</td> <td>Min</td> <td>~</td> <td colspan="2">Hr.</td> <td>Min</td> <td>Break time(minutes)</td> </tr> <tr> <td colspan="4">Sundays and Holidays</td> <td colspan="4">Hr.</td> <td>Min</td> <td>~</td> <td colspan="2">Hr.</td> <td>Min</td> <td>Break time(minutes)</td> </tr> </table> <table> <tr> <td colspan="2">Working hours (schedule flexibility)</td> <td>Total hours</td> <td>☐ Monthly</td> <td>☐ Week</td> <td>Hours</td> <td>Min</td> <td>Break time(minutes)</td> </tr> <tr> <td colspan="2"></td> <td>Number of working days</td> <td>☐ Monthly</td> <td>☐ Week</td> <td>Day</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td>Main working hours/shift hours</td> <td colspan="2">Hr.</td> <td>Min</td> <td>~</td> <td>Hr.</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td>Min</td> <td>Break time(minutes)</td> <td colspan="2"></td> </tr> </table>	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Public holidays	Total hours	Monthly	Hours	Min	(Break time	minutes)	☐	☐	☐	☐	☐	☐	☐	☐							Number of working days per month				Monthly				Day	Number of working days per week		Week		Day	Weekdays				Hr.				Min	~	Hr.		Min	Break time(minutes)	Saturdays				Hr.				Min	~	Hr.		Min	Break time(minutes)	Sundays and Holidays				Hr.				Min	~	Hr.		Min	Break time(minutes)	Working hours (schedule flexibility)		Total hours	☐ Monthly	☐ Week	Hours	Min	Break time(minutes)			Number of working days	☐ Monthly	☐ Week	Day					Main working hours/shift hours	Hr.		Min	~	Hr.					Min	Break time(minutes)		
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7	Work record *Number of days includes paid vacation. Hours includes breaks and overtime	<table> <tr> <td>Year and Month</td> <td>Year</td> <td>Month</td> <td>h</td> <td>Year and Month</td> <td>Year</td> <td>Month</td> <td>h</td> <td>Year and Month</td> <td>Year</td> <td>Month</td> <td>h</td> </tr> <tr> <td colspan="2">Day/</td> <td colspan="2">Hours/</td> <td colspan="2">Day/</td> <td colspan="2">Hours/</td> <td colspan="2">Day/</td> <td colspan="2">Hours/</td> </tr> <tr> <td colspan="2">Month</td> <td colspan="2">Month</td> <td colspan="2">Month</td> <td colspan="2">Month</td> <td colspan="2">Month</td> <td colspan="2">Month</td> </tr> </table>	Year and Month	Year	Month	h	Year and Month	Year	Month	h	Year and Month	Year	Month	h	Day/		Hours/		Day/		Hours/		Day/		Hours/		Month		Month		Month		Month		Month		Month																																																																																	
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8	Taking prenatal and postnatal leave *Includes plans	☐ Scheduled ☐ Acquiring Period Year Month Day ~ Year Month Day																																																																																																																				
9	Taking childcare leave *Includes plans	☐ Scheduled ☐ Acquiring ☐ Acquired Period Year Month Day ~ Year Month Day																																																																																																																				
10	Taking leave other than maternity/childcare leave	☐ Scheduled ☐ Acquiring ☐ Acquired reason ☐ Nursing care leave ☐ Sick leave ☐ Others () Period Year Month Day ~ Year Month Day																																																																																																																				
11	(Planned) date of reinstatement	☐ Scheduled ☐ Returned to work Year Month Day																																																																																																																				
12	Availing the shortened working hour system for childcare *Includes acquisition schedule	☐ Scheduled ☐ Acquiring Period Year Month Day ~ Year Month Day Number of working days ☐ Monthly ☐ Week Day Main working hours/shift hours Hr. Min ~ Hr. Min (Break time minutes)																																																																																																																				
13	Whether or not you actually work as a childcare worker, etc.	☐ Yes ☐ Yes(scheduled) ☐ No																																																																																																																				
14	There is a ☒ in No.3 fixed term → whether the contract will be renewed or not	☐ Yes ☐ No																																																																																																																				
15	Possibility of shorten childcare leave due to enrollment	☐ Yes ☐ No																																																																																																																				
16	Possible extension of taking childcare leave	☐ Yes ☐ No																																																																																																																				
17	Single/Overseas assignment*Includes plans	Period Year Month Day ~ Year Month Day																																																																																																																				

Parent's writing field

Child's name		Date of Birth	Year	Month	Day	Relationship	☐ Child ☐ Others ()
Usage status of childcare facilities	☐ Using Nursery school・Daycare center ☐ In application						
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