

Employment Certificate

To Mayor of Kadena Town

Date of certification	YY	MM	DD
Name of company			
Name of representative			
Address			
Telephone No.	—	—	
Person in charge			
Tel.No.of above person	—	—	

I certify that the following information is true and correct.

※You may be charged with a criminal offense if the contents of this certificate are created or altered without the permission of the employer.

No.	Item	Column																																																																																	
1	Type of business	☐ 1_農業・林業 ☐ 2_漁業 ☐ 3_鉱業・採石業・砂利採取業 ☐ 4_建設業 ☐ 5_製造業 ☐ 6_電気・ガス・熱供給・水道業 ☐ 7_情報通信業 ☐ 8_運輸業・郵便業 ☐ 9_卸売業・小売業 ☐ 10_金融業・保険業 ☐ 11_不動産業・物品賃貸業 ☐ 12_学術研究・専門・技術サービス業 ☐ 13_宿泊業・飲食サービス業 ☐ 14_生活関連サービス業・娯楽業 ☐ 15_医療・福祉 ☐ 16_教育・学習支援業 ☐ 17_複合サービス事 ☐ 18_公務 ☐ 19_その他 ()																																																																																	
2	Katakana																																																																																		
	Name	Date of birth YY MM DD																																																																																	
3	Employment period	☐ 20_無期 ☐ 21_有期 Period Start date of employment for Indefinite YY MM DD ~ YY MM DD																																																																																	
4	Name of work place	Name Address																																																																																	
5	Type of employment	☐ 22_正社員 ☐ 23_パート・アルバイト ☐ 24_派遣社員 ☐ 25_契約社員 ☐ 26_会計年度任用職員 ☐ 27_非常勤・臨時職員 ☐ 28_役員 ☐ 29_自営業主 ☐ 30_自営業専従者 ☐ 31_家族従業者 ☐ 32_内職 ☐ 33_業務委託 ☐ 34_その他 ()																																																																																	
6	Work hour (Fixed)	<table> <tr> <td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td><td>Sun</td><td>Holiday</td><td>Total hour</td><td>Per month</td><td>hour</td><td>min. (Break</td><td>min.)</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></tr> <tr> <td colspan="8">Work days per month</td><td colspan="2">days</td><td colspan="2">Work days per week</td><td>days</td></tr> <tr> <td colspan="8">Weekday</td><td>:</td><td colspan="2"></td><td>~</td><td>:</td><td>(Break min.)</td></tr> <tr> <td colspan="8">Saturday</td><td>:</td><td colspan="2"></td><td>~</td><td>:</td><td>(Break min.)</td></tr> <tr> <td colspan="8">Sunday / Holiday</td><td>:</td><td colspan="2"></td><td>~</td><td>:</td><td>(Break min.)</td></tr> </table>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Holiday	Total hour	Per month	hour	min. (Break	min.)	☐	☐	☐	☐	☐	☐	☐	☐						Work days per month								days		Work days per week		days	Weekday								:			~	:	(Break min.)	Saturday								:			~	:	(Break min.)	Sunday / Holiday								:			~	:	(Break min.)
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7	Recent work record ※Includes paid vacations,breaks,	<table> <tr> <td>Yr./Mo.</td><td>Yr.</td><td>Mo.</td><td>Yr./Mo.</td><td>Yr.</td><td>Mo.</td><td>Yr./Mo.</td><td>Yr.</td><td>Mo.</td></tr> <tr> <td colspan="2">days</td><td colspan="2">hours</td><td colspan="2">days</td><td colspan="2">hours</td><td colspan="2">days</td><td colspan="2">hours</td></tr> </table>	Yr./Mo.	Yr.	Mo.	Yr./Mo.	Yr.	Mo.	Yr./Mo.	Yr.	Mo.	days		hours		days		hours		days		hours																																																													
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8	Period of maternity leave (inc.planned)	☐ Will take ☐ Is taking Period YY MM DD ~ YY MM DD																																																																																	
9	Period of childcare leave (inc.planned)	☐ Will take ☐ Is taking ☐ Has taken Period YY MM DD ~ YY MM DD																																																																																	
10	Leaves other than above	☐ Will take ☐ Is taking ☐ Has taken Reason ☐ Caregiving ☐ Sick ☐ Other () Period YY MM DD ~ YY MM DD																																																																																	
11	Date of return-to-work (Planned)	☐ Plan to return ☐ Has returned YY MM DD																																																																																	
12	Short-hour-work system for childcare (inc.planned)	☐ Will take ☐ Is taking Period YY MM DD ~ YY MM DD Main work hours ・Shift work hours : ~ : (Break min.)																																																																																	
13	Work as nursery school	☐ Yes ☐ Expect to work ☐ No																																																																																	
14	Remarks																																																																																		

	Japanese	English
No.1 Type of business	☐ 1_農業・林業	Agriculture and forestry
	☐ 2_漁業	Fishing industry
	☐ 3_鉱業・採石業・砂利採取業	Mining, quarrying and gravel extractin
	☐ 4_建設業	Construction
	☐ 5_製造業	Manufacturing
	☐ 6_電気・ガス・熱供給・水道業	Electricity, gas, heat and water supply
	☐ 7_情報通信業	Information and communications
	☐ 8_運輸業・郵便業	Transportation and postal services
	☐ 9_卸売業・小売業	Wholesale and retail
	☐ 10_金融業・保険業	Finance and insurance
	☐ 11_不動産業・物品賃貸業	Real estate and equipment leasing
	☐ 12_学術研究・専門・技術サービス	Academic research, professional and technical setvices
	☐ 13_宿泊業・飲食サービス業	Accommodation and food service
	☐ 14_生活関連サービス業・娯楽業	Lifestyle services and entertainment
	☐ 15_医療・福祉	Medical and welfare
	☐ 16_教育・学習支援業	Education and learning support
	☐ 17_複合サービス事業	Complex service business
	☐ 18_公務	Public business
	☐ 19_その他	Other
No.3 Employment period	☐ 20_無期	Without term
	☐ 21_有期	Fixed term
No.5 Type of employment	☐ 22_正社員	Permanent employee
	☐ 23_パート・アルバイト	Part time
	☐ 24_派遣社員	Temporary worker
	☐ 25_契約社員	Contract employee
	☐ 26_会計年度任用職員	Fiscal year contract employee at public office
	☐ 27_非常勤・臨時職員	Part-time and temporary employee
	☐ 28_役員	Officer
	☐ 29_自営業者	Self-employed
	☐ 30_自営業専従者	Family employee of self-employed
	☐ 31_家族従業者	Unpaid family employee of self-employed
	☐ 32_内職	Homeworker
	☐ 33_業務委託	Outsourcing
	☐ 34_その他	Other