

Employment Certificate

就労証明書 記入例【英語版】

To the Mayor of Toyota City

This is an example of how to fill out the Employment Certificate and explanation of its contents. Please use the Japanese version of the Certificate for submission.

Certification date (Y/M/D) **2023年 10月 11日**
 Company name Motor Co.
 Representative's name **Asuke Ryuma**
 Address **Toyota-shi -cho -x**
 Phone number **0565-32-0000**
 Name of the person in charge **Inabu Momoko**
 Contact no. of the person responsible for issuing this certificate **Same as above**

I certify that the following information is true.

※If you create or modify the contents of this certificate without the permission of your employer, you may be charged with criminal offense.

No.	Item	Entry column					
1	Industrial classification	<input type="checkbox"/> Agriculture · Forestry <input type="checkbox"/> Fishery <input type="checkbox"/> Mining industry · Quarrying of stone · Gravel extraction <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Manufacturing <input type="checkbox"/> Electricity · Gas · heat supply · water services <input type="checkbox"/> Information and communications <input type="checkbox"/> Transport · Postal services <input type="checkbox"/> Wholesale · Retail trade <input type="checkbox"/> Finance · Insurance <input type="checkbox"/> Real estate · Goods rental and leasing <input type="checkbox"/> Scientific research <input type="checkbox"/> Professional · Technical services <input type="checkbox"/> Accommodation · Food service industry <input type="checkbox"/> Living-related services · Entertainment business <input type="checkbox"/> Medical, health care · Welfare <input type="checkbox"/> Education · Learning support <input type="checkbox"/> Multi-service business <input type="checkbox"/> Public service <input type="checkbox"/> Other ()					
2	FURIGANA	トヨタ umeke					
	Employee's name	TOYOTA UMEKO	D.O.B.(Y/M/D)	1986年 8月 23日			
3	Employee's address	TOYOTA-SHI <input type="radio"/> -CHO xx-△					
4	(Scheduled)employment period, etc.	<input checked="" type="checkbox"/> Indefinite term <input type="checkbox"/> Fixed-term	Period (Write down only the date of employment commencement if the term is indefinite)	2010年 4月 1日 ~ 年 月 日			
5	Place of employment	<input type="radio"/> Motor Co. <input type="radio"/> Business Office					
6	Work address, etc.	Work address (Location of workplace)	TOYOTA-SHI <input type="radio"/> -CHO x-△△				
		Commuting method	<input checked="" type="checkbox"/> Train · Bus Nearest station/stop to home (JOSUI STATION) Nearest station/stop to workplace (MIKAWA-TOYOTA STATION) <input type="checkbox"/> Only walking · biking <input type="checkbox"/> Automobile <input type="checkbox"/> Other ()				
7	Work phone no.	0565 - 34 - XXXX					
8	Employment status	<input checked="" type="checkbox"/> Full-time employee [SEISHAIN] <input type="checkbox"/> Part-time employee [PATO or ARUBAITO] <input type="checkbox"/> Dispatched employee [HAKEN SHAIN] <input type="checkbox"/> Contracted worker [KEIYAKU SHAIN] <input type="checkbox"/> Fiscal year appointed employee [KAIKEI NENDO NINYO SHOKUIN] <input type="checkbox"/> Non-full-time [HIJOKIN] · Temporary staff [RINJI SHOKUIN] <input type="checkbox"/> Self-employed [JIEIGYO NUSHI] <input type="checkbox"/> Full-time family employee [JIEIGYO SENJUSHA] <input type="checkbox"/> Unpaid family employee [KAZOKU JUGYOSHA] <input type="checkbox"/> Piece work at home [NAISHOKU] <input type="checkbox"/> Outsourcing employee [GYOMU ITAKU] <input type="checkbox"/> Other ()					
9	Working hours (For those whose working hours are regular)	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input checked="" type="checkbox"/> Holidays	Total working hours	月間 160 hr.(時間) 00 min.(分)/month (Out of these hours, how many minutes are spent on work break: 1200 min.(分))			
		Working days per month	月間 20 days per month (日)	Working days per week	週間 5 days per week(日)		
		Weekday	9 hr.(時) 00 min.(分) ~ 17 hr.(時) 00 min.(分) (Work break 60 min.(分))				
		Saturday	9 hr.(時) 00 min.(分) ~ 17 hr.(時) 00 min.(分) (Work break 60 min.(分))				
		Sunday & National Holiday	9 hr.(時) 00 min.(分) ~ 17 hr.(時) 00 min.(分) (Work break 60 min.(分))				
10	Working hours (For those whose working hours are irregular)	Total hours	<input type="checkbox"/> Monthly(月間) <input type="checkbox"/> Weekly(週間) hr.(時間) min.(分) (Work break min.(分))				
		No. of days worked	<input type="checkbox"/> Monthly(月間) <input type="checkbox"/> Weekly(週間) days(日)				
		Main working hours · Shift working hours	hr.(時) min.(分) ~ hr.(時) min.(分) (Work break min.(分))				
11	Actual working records ※Include paid vacation days on number of days, and breaks and overtime on number of hours worked	Year & month	2023年 9月	Year & month	2023年 8月		
		days/month	0	hours/month	0	days/month	0
12	Maternity leave before and after childbirth ※Include planned leave	<input type="checkbox"/> Scheduled to take <input type="checkbox"/> Currently on leave Period 年 月 日 ~ 年 月 日					
13	Childcare leave ※Include planned leave	<input type="checkbox"/> Scheduled to take <input checked="" type="checkbox"/> Currently on leave <input type="checkbox"/> Completed leave	Period	2022年 8月 8日 ~ 2024年 6月 7日			
14	Date of (scheduled) return	<input checked="" type="checkbox"/> Scheduled to return to work <input type="checkbox"/> Already returned	2024年 6月 8日				
15	Use of shortened working hour program ※Include scheduled use	<input checked="" type="checkbox"/> Scheduled to use <input type="checkbox"/> Currently using	Period	2024年 6月 8日 ~ 2025年 3月 31日			
		Main shortened working or shift hours	9 hr.(時) 00 mi.(分) ~ 14 hr.(時) 00 min.(分) (Work break 60 min.(分))				
16	Qualification for childcare teacher, etc.	Qualification · license acquisition status <input type="checkbox"/> Childcare teacher qualification <input type="checkbox"/> Kindergarten teacher license	Actually working as a qualified teacher	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17	Remarks	I plan to return to work from childcare leave as soon as my child is enrolled in a childcare facility					

(※Section to be completed by the employer ends here)

Parent entry field

Child's name	TOYOTA TAKAHIRO	D.O.B	2022年 6月 8日	Relp. to the person on field No. 2 (Employee)	<input checked="" type="checkbox"/> Child <input type="checkbox"/> Other ()
Situation of childcare facility use	<input type="checkbox"/> Currently using () <input checked="" type="checkbox"/> Under application (<input type="radio"/> <input checked="" type="radio"/> KODOMOEN)				
Child's name	TOYOTA YUMIKA	D.O.B	2018年 12月 11日	Relp. to the person on field No. 2 (Employee)	<input checked="" type="checkbox"/> Child <input type="checkbox"/> Other ()
Situation of childcare facility use	<input checked="" type="checkbox"/> Currently using (<input type="radio"/> <input checked="" type="radio"/> KODOMOEN) <input type="checkbox"/> Under application ()				
Child's name		D.O.B		Relp. to the person on field No. 2 (Employee)	<input checked="" type="checkbox"/> Child <input type="checkbox"/> Other ()
Situation of childcare facility use	<input type="checkbox"/> Currently using () <input type="checkbox"/> Under application ()				

[A Important Points to fill out of Employment Certificate: 就労証明書 記載要領]

TO THE COMPANY REPRESENTATIVE
 This certificate will be used to understand the child's family situation and assess the need for childcare facility use. Please fill out the necessary information.
 If the employee is applying for the admission of his/her child into a childcare facility, describe the situation as of the scheduled admission date in order to assess the need for childcare based on the situation after the admission date.

- TO THE PARENT & GUARDIAN**
- If you are found to have given any false or misleading information, admission will be cancelled at any time.
 - An employment status investigation is conducted as needed all year long. We expect and appreciate your full cooperation. Keep all your supporting documents such as income statement for possible verification.
 - If the employment status is scheduled to work, submit it again after you officially start working.
 - Notify the facility immediately if any change in the information on the certificate occurs.
 - Submit the form enclosed in an envelope, if you feel necessary to ensure privacy.
 - The company may be contacted to confirm about certificate contents to ensure proper management. Although the personal seal is unnecessary, please be aware that only the employer may correct or change the facts stated on the documents provided.
 - The information provided in the form will be used solely for the purpose of verifying enrollment qualification.

Points to note when filling in

The following are points to remember when filling in the certificate.

(About the contents to be filled out by the company)

It must be filled out by the company (if self-employed, it must be filled out by the guardian himself/herself).

No.4 (scheduled) employment period

Select the type of employment contract: fixed-term or indefinite term. If the contract is indefinite term, fill in only the employment commencement date, and if the contract is fixed-term, fill in the period of contract. Those with fixed-term employment contract or who plan to start working, please submit a new Employment Certificate after enrollment.

No.5~7 Matters related to the workplace

Fill in information about the workplace where the employee actually works (will work). If it has not yet been defined, write down "UNCERTAIN 未定 [MITEI]" and submit the Employment Certificate again as soon as defined.

No.9・10・15 Matters related to working hours

The minimum working hours eligibility criteria for enrollment are 60 hours per month
 Fill in the working hours based on the employment contract. NOT the number of hours actually worked. Those using the reduced working hour program for childcare purposes must meet the working hours eligibility requirements.
 If the employee is applying for the admission of his/her child into a childcare facility, describe the situation as of the scheduled admission date in order to assess the need for childcare based on the situation after the admission date.

No.12~14 About the maternity leave/ childcare leave, date of (scheduled) return to work

Fill in information if you are currently on leave, scheduled to take the leave, or returning or planning to return to work.
 If the last date of childcare leave (date of (scheduled) return to work) is after the date of admission into childcare facility, mention in the field No. 17 that the employee is planning to return to work from childcare leave as soon as the child is able to enroll.
 In such cases, submit a new Employment Certificate with the date of (scheduled) return as soon as the enrollment is confirmed.

No.17 About the remarks field

Write down anything considered important. In addition, matters such as the last date of childcare leave, the date of (scheduled) return to work, and any other matters for which the certificate-issuing company requires special consideration from the child should also be noted.

(About the information to be filled out by the guardian)

Regarding the situation of childcare facility use, if the guardian wishes to apply for enrollment or transfer child to a new facility, check the box "Under application 申込予定中" and write down the name of the first choice facility. If the child is already enrolled in a childcare facility, check the box "Currently using 利用中" and write down the name of the facility enrolled.

If there is more than one child, write down their names in the "Parent entry field" (There is no need to submit multiple certificates). However, the place of submission of the document will be different for each situation. In case there is a child already attending a childcare facility at the time of application for mid-term enrollment of another child, submit one certificate to the childcare facility where the child is currently attending and the other to the Nursery School and Kindergarten Management Division (HONKI IKAJI) for the child applying for new enrollment (Copies are acceptable).

(About the documents to be attached)

A new application of persons falling under one of the following employment status, in the field No. 8, is possible regardless of the submission of an attached document or not: Self-employed [JIEIGYO NUSHI], Full-time family employee [JIEIGYO SENJUSHA], Piece work at home [NAISHOKU]. However, documents confirming actual employment status may be requested as needed.

In addition, when newly applying for admission in a childcare facility, if following document is attached to the application, priority will increase at the time of enrollment adjustment.
 It will be necessary to submit some documents along with the Employment Certificate for continued enrollment in the following school year.

[Enrollment before May 2024 (applications made before March 2024)]

Business style	Business establishment date	Documents to be attached ※ 1	
		Business category: Other than agriculture and forestry	Business category: Agriculture and forestry
Sole proprietor	Dec. 31, 2022 or before	2023 Final Tax Return [KAKUTEI SHINKOKUSHO]	2023 Final Tax Return and the Basic Agricultural Farm Ledger [NOCHI KIHON DAICHO]
	Jan. 1, 2023 or later	Notification of Business Opening [KAIGYO TODOKE]	Notification of Business Opening [KAIGYO TODOKE] and the Basic Agricultural Farm Ledger [NOCHI KIHON DAICHO]
Juridical person	Dec. 31, 2022 or before	2023 Final Tax Return [GENSEN CHOSHUYO]	2023 Statement of Withholding Income Tax [GENSEN CHOSHUYO] and Basic Agricultural Farm Ledger [NOCHI KIHON DAICHO]
	Jan. 1, 2023 or later	Notification of Corporation Establishment [HOJIN SETSURITSU TODOKE]	Notification of Corporation Establishment [HOJIN SETSURITSU TODOKE] and the Basic Agricultural Farm Ledger [NOCHI KIHON DAICHO]
Piece work at home ※ 2		Income Statement of previous year's for who earned more than 504,000 yen	

[Enrollment after June 2024 (applications made after April 2024)]

Business style	Business establishment date	Documents to be attached ※ 1	
		Business category: Other than agriculture and forestry	Business category: Agriculture and forestry
Sole proprietor	Dec. 31, 2023 or before	2023 Final Tax Return [KAKUTEI SHINKOKUSHO]	2023 Final Tax Return and the Basic Agricultural Farm Ledger [NOCHI KIHON DAICHO]
	Jan. 1, 2024 or later	Notification of Business Opening [KAIGYO TODOKE]	Notification of Business Opening [KAIGYO TODOKE] and the Basic Agricultural Farm Ledger [NOCHI KIHON DAICHO]
Juridical person	Dec. 31, 2023 or before	2023 Final Tax Return [GENSEN CHOSHUYO]	2023 Statement of Withholding Income Tax [GENSEN CHOSHUYO] and Basic Agricultural Farm Ledger [NOCHI KIHON DAICHO]
	Jan. 1, 2024 or later	Notification of Corporation Establishment [HOJIN SETSURITSU TODOKE]	Notification of Corporation Establishment [HOJIN SETSURITSU TODOKE] and the Basic Agricultural Farm Ledger [NOCHI KIHON DAICHO]
Piece work at home ※ 2		Income Statement of previous year's for who earned more than 504,000 yen	

※ 1 Additional documents to be required to verify working status.

※ 2 Needed only for new enrollment.

(Unpaid family employee)

Unpaid family employee is restricted to a family-related individual who shares the same livelihood with the self-employed and works without pay.

Please check the City's website "Guideline to Fill In Certificate to Prove Enrollment Qualification (detailed version)" to know the main points to note when filling in and about the documents to be attached.



Information: Child Welfare Department, Nursery School and Kindergarten Management Division - Phone: 0565-34-6809

【Guidelines for Filling In the Employment Certificate (Detailed Version)】

■ Items related to the company issuing the certificate 証明書を発行する事業者に関する項目

Certification date 証明日	○Fill in the date of certification (the date certificate is issued). ※Use the Western calendar year to fill in the year.
Company name 事業所名	○Fill in the name of the entity (corporate name) issuing the certificate. ※Fill in the name of the company/organization/institution responsible for issuing the certificate. ※Fill in the name of the business in case you are a self-employed person.
Representative's name 代表者名	○Fill in the name of the representative (corporate representative or self-employed person). ※If there is no representative, or if the business establishment has given certification authority to someone other than the representative, fill in the name of that person who can be held responsible for the content of the certificate.
Address 所在地	○Fill in the address of the office issuing the certificate. ※Please note that it is not the workplace address of the person (hereinafter referred to as "The Employee") subject to certification.
Phone number 電話番号	○Fill in the phone number of the office issuing the certificate.
Name and contact no. of the person responsible for issuing the certificate 担当者名/記載者連絡先	○Fill in the name and contact phone number of the person in charge of issuing the certificate. The city office may contact him/her if further information regarding the contents of the certificate is needed.

■ Items related to the place of employment

No.1	Industrial classification 業種	○Check <input checked="" type="checkbox"/> the appropriate box that corresponds to The Employee's current employment situation. ※If none applies, check <input checked="" type="checkbox"/> "□ Other その他" and briefly describe the employment situation in parentheses.
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■ Items related to working conditions

No.4	(Scheduled) employment period, etc. 雇用(予定)期間等	○Check <input checked="" type="checkbox"/> the appropriate box concerning the employment period: "□ Indefinite term 無期" or "□ Fixed-term 有期". ○If you check "□ Indefinite term 無期", fill in only the employment commencement date, and if you check "□ Fixed-term 有期", fill in the period of contract. ※Use the Western calendar year to fill in the year. ※If the contract is scheduled to be changed, please fill in the last date of the contract before the change, as the date when it will end.
No.5	Place of employment 就労先事業所名	○Fill in the name of the company where The Employee actually works if it is different from the establishment (which is issuing the certificate) written in the upper right field.
No.6	Work address 就労先住所 (所在地)	○Fill in the address of the company where The Employee actually works if it is different from the address (of the place issuing the certificate) written in the upper right field. ※In case there is more than one place where The Employee actually works, please write down the address of the main place of employment. ※If there is no specific working place, please write down the place where The Employee is mainly present at the time of employment, such as home.
	Commuting method 通勤手段	○Check <input checked="" type="checkbox"/> the commuting method registered at the company for accident compensation and commuting allowance payment. ※If you choose "□ Train 電車・Bus バス" as commuting method, please write down the nearest station/stop to home and workplace. There is no need to write down the name of station/stop where trains/buses are changed. ※If none of the commuting method mentioned applies, please check <input checked="" type="checkbox"/> "□ Other その他" and briefly specify in parentheses.
No.7	Work phone number 就労先電話番号	○Fill in the phone number of the company where The Employee actually works if it is different from the phone (of the place issuing the certificate) written in the upper right field.

No.8	Employment status 雇用の形態	<p>○Check <input checked="" type="checkbox"/> the appropriate box concerning the employment status.</p> <p>※If self-employed, check <input checked="" type="checkbox"/> either “Self-employed 自営業主” (sole proprietor [KOJIN JIGYO NUSHI], manager [KEIEISHA], representative [DAIHYOSHA], etc.) or “Full-time family employee 自営業専従者” or “Unpaid family employee 家族従業者” (Family-related individual who shares the same livelihood with the self-employed and works without pay).</p> <p>※If The Employee is a “Contracted worker 契約社員” and also a “Fiscal year appointed employee 会計年度任用職員”, please check <input checked="" type="checkbox"/> the box “Fiscal year appointed employee 会計年度任用職員”.</p> <p>※If The Employee is a “Non-full-time/Temporary staff 非常勤・臨時職員” who does NOT fall under any of the following categories: “Part-time employee パート・アルバイト”, “Dispatched employee 派遣社員”, “Contracted worker 契約社員”, “Fiscal year appointed employee 会計年度任用職員”, please check <input checked="" type="checkbox"/> the box “Non-full-time/Temporary staff 非常勤・臨時職員”.</p> <p>※If there is no item corresponding to the employment status, please check <input checked="" type="checkbox"/> “Other その他” and briefly specify in parentheses.</p>
No.9	Working hours (For those whose working hours are regular) 就労時間 (固定就労の場合)	<p>○Check <input checked="" type="checkbox"/> the appropriate item concerning the normal working days in “Mon 月・Tue 火・Wed 水・Thu 木・Fri 金・Sat 土・Sun 日・Holiday 祝日”. [Multiple choices allowed]</p> <p>○Fill in the total working hours (per month).</p> <p>※Please note that the working hours are those based on the employment contract, NOT the number of hours actually worked. If The Employee is using reduced working hours system for childcare purposes, fill in the working hours before the use of the system.</p> <p>※If the employment contract stipulates the number of working hours per week, please write down the number of hours multiplied by 4 (weeks).</p> <p>※If the employment contract stipulates the number of working hours per year, please write down the number of hours divided by 12 (months).</p> <p>※Exclude overtime hours, as you must write down the contractual hours of employment.</p> <p>※Include break time (limited to breaks stipulated under the working time regulations). Also write down the total break hours per month stipulated under the working time regulations.</p> <p>○Fill in the number of days worked per month and per week.</p> <p>※Please note that the number of working days are those based on the employment contract, NOT the number of days actually worked.</p> <p>※If the number of working days is stipulated monthly in the employment contract, please write down the number of days divided by 4 (weeks) in the field ‘working days per week’.</p> <p>※If the number of working days is stipulated weekly in the employment contract, please write down the number of days multiplied by 4 (weeks) in the field ‘working days per month’.</p> <p>※If the number of working days is stipulated yearly in the employment contract, please write down the number of days divided by 12 (months) in the field ‘working days per month’, and the number of days divided by 48 (weeks) in the field ‘working days per week’.</p> <p>○Use the 24-hour clock format to fill in the working hours.</p> <p>※If The Employee works through the night, in night shifts for example, use the range between 00:00 to 29:00 clock (E.g. For work from 20:00 p.m. to 5:00 a.m. write down [22:00 to 29:00]).</p> <p>○Fill in working hours on weekdays, Saturdays and Sundays & National Holiday.</p> <p>※Include break time (limited to breaks stipulated under the working time regulations) and write down the length of break (in minutes) stipulated under the said regulations.</p> <p>※You may leave the corresponding space blank, if The Employee doesn’t work either on weekdays, Saturdays or Sundays & Holidays.</p>

No.10	<p>Working hours (For those whose working hours are irregular) 就労時間 (変則就労の場合)</p>	<p>○For workers whose daily working hours are irregular, fill in the hours based on the employment contract.</p> <p>○Fill in the total working hours per month or week.</p> <p>※Please note that it is the working hours are those based on the employment contract, NOT the number of hours actually worked. If The Employee is using reduced working hours system for childcare purposes, fill in the working hours before the use of the system.</p> <p>※If the employment contract stipulates working hours per day, multiply that number by 5 (days) to fill in the weekly working hours.</p> <p>※If working hours per week is entered, that number of hours multiplied by 4 will be regarded as the monthly working hours.</p> <p>※Exclude overtime hours, as you must write down the contractual hours of employment.</p> <p>※Include break time (limited to breaks stipulated under the working time regulations). Also write down the total break hours per month or per week stipulated under the working time regulations.</p> <p>○Fill in the number of days worked per month or per week.</p> <p>※Please note that the number of working days are those based on the employment contract, NOT the number of days actually worked.</p> <p>※If the number of working days is stipulated yearly in the employment contract, please write down the number of days divided by 12 (months) in the field ‘working days per month’, and the number of days divided by 48 (weeks) in the field ‘working days per week’.</p> <p>○Use the 24-hour clock format to fill in the working hours.</p> <p>※If The Employee works through the night, in night shifts for example, use the range between 00:00 to 29:00 clock (E.g. For work from 20:00 p.m. to 5:00 a.m. write down [22:00 to 29:00]).</p> <p>○In the field “Main working hour/Shift working hours”, fill in the most likely (most frequently worked) hours.</p> <p>※Even if the employment contract does not stipulate core time, please write down the most standard working hours expected.</p> <p>※Note that for those who work in shifts, they may be required to submit an additional shift schedule only if it is the case when it will be necessary for the municipality to certify the need for childcare.</p>
No.11	<p>Actual working records ※Include paid vacation days in the number of days, and breaks and overtime in the number of hours worked 就労実績 ※日数に有給休暇を含み時間数に休憩・残業時間を含む</p>	<p>○Fill in the number of days and hours worked per month for the last three months. If you don't have one month's worth of employment record in the last three months due to for example childcare leave, fill in the record before taking leave (exclude the month in which The Employee took the leave). If The Employee has no working record due to being newly hired, fill in future employment prospects.</p> <p>※Start writing from the most recent month/year (E.g. June ○○○○, May ○○○○, April ○○○○)</p> <p>※Include paid vacation days in the number of days worked.</p> <p>※Include overtime in the number of hours worked.</p> <p>※Include break time (limited to breaks stipulated under the working time regulations) in the number of hours worked.</p> <p>※If The Employee is using reduced working hours system for childcare purposes, fill in the working hours under the use of the system (monthly actual working record).</p> <p>※Use the Western calendar year to fill in the year.</p>
No.12	<p>Maternity leave before and after childbirth ※Include planned leave 産前・産後休業の取得 ※取得予定を含む</p>	<p>○Check <input checked="" type="checkbox"/> the appropriate box concerning the maternity leave before and after childbirth: “<input type="checkbox"/> Scheduled to take 取得予定” or “<input type="checkbox"/> Currently on leave 取得中”</p> <p>※It doesn't limit to maternity leave stipulated by law. Include also the leave based on the company's own regulation, etc.</p> <p>※Fill in the estimated end date even if the end date is not defined.</p> <p>※Use the Western calendar year to fill in the year.</p>

No.13	Childcare leave ※Include planned leave 育児休業の取得 ※取得予定を含む	○Check <input checked="" type="checkbox"/> the appropriate box concerning the childcare leave: “ <input type="checkbox"/> Scheduled to take 取得予定” or “ <input type="checkbox"/> Currently on leave 取得中” or “ <input type="checkbox"/> Completed leave 取得済み”. ※It doesn't limit to childcare leave stipulated by law. Include also the leave based on the company's own regulation, etc. ※Fill in the estimated end date even if the end date is not defined. ※If already completed, please fill in the period of childcare leave acquired. ※If more than one alternative is applicable, fill in the one closest to the situation of the certification date in the field No. 13 and the other one in the remark field (E.g. Fill in the period of the childcare leave The Employee is planning to take or is taking in the field No. 13, and the period that has already been taken in the past in the remarks field). ※Use the Western calendar year to fill in the year.
No.14	Date of (scheduled) return to work 復職（予定）年月日	○If The Employee has plan to return to work after completing childcare leave that he/she is currently taking (or plans to take) at the company issuing the certificate, check <input checked="" type="checkbox"/> the box “ <input type="checkbox"/> Scheduled to return to work 復職予定”, and fill in the scheduled date he/she will return to work. If The Employee has returned to work, at the company issuing the certificate, within the past one year after childcare leave ended, check <input checked="" type="checkbox"/> the box “ <input type="checkbox"/> Already returned 復職済み”, and fill in the date of returning to work. ※Use the Western calendar year to fill in the year.
No.15	Use of shortened working hour program ※Include scheduled use 育児のための短時間勤務制度利用有無 ※取得予定を含む	○Check <input checked="" type="checkbox"/> appropriate box concerning the use of the reduced working hour program for childcare purposes. If The Employee plans to work shorter hours (Special provision to the rules outlined in the employment regulations) than the normal working hours established under the working time regulations (hours indicated in the field No. 9 or No. 10), check whether he/she is: “ <input type="checkbox"/> Scheduled to use 取得予定” or “ <input type="checkbox"/> Currently using 取得中”. ○Fill in the (scheduled) period of use and working hours of the shortened working hour program. ※In the field No. 9 or No. 10, fill in the working hours pre-program. In the field No. 15, fill in the working hours post-program. ※Use the Western calendar year to fill in the year.

■ Other items

No.16	Qualification for childcare teacher, etc. 保育士資格等	○If The Employee has a childcare license or kindergarten teaching license, please check <input checked="" type="checkbox"/> the obtained qualification. ○Check <input checked="" type="checkbox"/> the appropriate box concerning whether or not The Employee has actually worked as a nursery teacher [HOIKUSHI], kindergarten teacher [YOCHIEN KYOYU] or childcare teacher [HOIKU KYOYU]: “ <input type="checkbox"/> Yes 有” or “ <input type="checkbox"/> No 無”.
No.17	Remarks 備考欄	○If there are any hours spent at work beyond the working hours entered in the field No. 9 or No. 10, such as due to special provisions for starting and ending time (E.g. The Employee must be at work 15 minutes prior to the start of regular working hour prescribed in working time regulations), please mention that in the remark field. ○If there are any special notes regarding the salary payment record (field No. 11), please mention that in the remark field. ○If more information about the record of childcare leave taken (field No. 13) is necessary to be added, please mention that in the remark field. ○If there are any other special notes to be made, please mention that in the remark field.

■ Parent entry field

	<p>About the child 児童について</p>	<p>○Write down child's name. ○Fill in child's date of birth. ※Use the Western calendar year to fill in the year. ○Describe the relationship between the child and the person on the field No. 2 (The guardian receiving the certification). ※If the child is a grandchild or a foster child, etc. check the box "<input type="checkbox"/>Other その他" and specify briefly in the parentheses.</p>
<p>Parent entry field 保護者記載欄</p>	<p>Situation of childcare facility use 施設・事業所等の利用状況等</p>	<p>○Check <input checked="" type="checkbox"/> appropriate box concerning the use of childcare facility: "<input type="checkbox"/> Currently using 利用中" or "<input type="checkbox"/> Under application 申込み中". Also, provide the name of the facility. ※Facilities and establishments refer to the YOUHO RENKEIGATA NINTEI KODOMOEN, childcare facility [HOIKUSHO], kindergarten [YOCHIEN], local-based childcare services [CHIKIGATA HOIKU JIGYOSHO], after-school club [HOKAGO JIDO CLUB], etc. ※If the child is not using any childcare facility at the time of certification and The Employee wishes to apply for admission, write down the name of the first choice childcare facility.</p>