

Reference on items in Work certificate

No.	Item	Contents
①	Name of the company issuing this certificate	<ul style="list-style-type: none"> ・Provide the name of the employer / business which issues the certificate. ・In case the applicant is a dispatched worker or business bachelor, provide the name of dispatching company or assignor company as a general rule.
②	Address of the company issuing this certificate	<ul style="list-style-type: none"> ・Provide the office address of the employer / company which issues the certificate.
③	Name of the person in-charge of issuance of this certificate	<ul style="list-style-type: none"> ・Provide the name of the person responsible for the contents of the certificate.
④	Title of the person in-charge of issuance of this certificate	<ul style="list-style-type: none"> ・Provide the title of the person responsible for the contents of the certificate. (Ex.) Representative director, HR department chief etc.
⑤	Seal	<ul style="list-style-type: none"> ・In case of a corporation, affix the seal of the corporation, HR department chief, branch chief etc. but NOT a personal seal. Even if the certificate is without seal for a certain circumstance of employer / company, we will accept the certificate. You can also use electronic certificate instead of stamp seal. Furthermore, the columns "Representative's name", "TEL" and "Name of the person in-charge" must be filled-up regardless of affixing a seal (There are cases that we inquire to the work place on the provided information).
⑥	Date of certification	<ul style="list-style-type: none"> ・Provide the date of certification (Date the certificate is issued). ・The validity of the certificate is 3 months after the date of certification.
⑦	Contact about the contents	<ul style="list-style-type: none"> ・Provide the name of the department, person in-charge, telephone number in order to respond to inquiry on the certified contents.
No.1	Information on the name etc.	<ul style="list-style-type: none"> ・Provide the worker's full name, Katakana spelling of the name, employee number (optional) and address.
No.2	Working situation / plan	<ul style="list-style-type: none"> ・Encircle the applicable number for the current work situation. *"1. Working" includes the case of job assignment by the certificate issuing office. *"3 Expecting work (including those who have unofficial job offer)" includes the following cases: <ul style="list-style-type: none"> ・New employment (currently unemployed and have got an unofficial job offer from the certificate issuing office) ・Job transfer (currently working for other employer and have got an unofficial job offer from the certificate issuing office) *If any of 1 to 3 is not applicable, mark "4. Others" and provide the description in the parenthesis. ・Provide applicable number for the person's situation of solo assignment. If you encircle "Yes", specify the period of the solo transfer. And if you encircle "No" just leave the space blank.
No.3	Name of main work place	<ul style="list-style-type: none"> ・If the place is not the same as the certificate issuing office, provide the name of the place where the person is actually working, and encircle the applicable number on the main place of work.
No.4	Address of main work place	<ul style="list-style-type: none"> ・If the place is not the same as the certificate issuing office, provide the address of the place where the person is actually working.
No.5	Type of salary / Amount of salary	<ul style="list-style-type: none"> ・Provide the applicable number for the salary type. *For the amount, provide the salary amount excluding temporary bonus and transportation allowance (Amount before deducting tax, social insurance etc.). *In case the pay is daily or hourly wage basis, provide the amount per unit.
No.6	Work type / Working style	<ul style="list-style-type: none"> ・Encircle the applicable number for the work type and working style. *In case of running a company or working for a company run by a guardian's relative within 2nd degree, the classification would be "Self-employed", therefore prepare the following: <ol style="list-style-type: none"> ①Work situation declaration form ②Document certifying self-employment such as Toki-jiko-shomei (Certificate of registered matters), Kaigyoto-doke (Notification of opening of business) and Eigyo-kyokasho (Business permit) . ③Document certifying income such as Kakutei-shinkoku-sho (Final tax return) and Gensen-choshu-hyo (Withholding tax slip). *A photocopy is sufficient for ② and ③. Those certificates must be issued by a third party or public authority.
No.7	Work hours	<ul style="list-style-type: none"> ・Provide the working hours (i.e. hours of work according to the contract) per month or day, including break time as well as break time per day. ・Provide the working days (i.e. days of work according to the contract) per month. *If the working days varies depending on the month, provide the number of days calculated by the following method: working days per week multiplied by 4 weeks (ex. In case the working days is 5 days per week, the number would be "5 days per week" x "4 weeks" = 20 days per month)
No.8	Working time	<ul style="list-style-type: none"> ・Provide the working time (i.e. from what time until what time, according to the contract) in each column for weekdays, Saturdays and Sundays. *Use 24-hour notation for the time. For the cases of night duty which spreads across 2 days. (ex. If the working time is from 9pm to 4am of the next day, write "21:00 to 28:00"). *In case of flex time or discretionary work, provide the standard work time. *In case having irregular work (working on shift, night duty, flex time, core time etc.) provide the standard work time and make a document separately for the detail (in any format). *In case of availing short-working-hour system, provide the work time before availing the system in accordance with the contract or regulation.
No.9	Work days	<ul style="list-style-type: none"> ・Encircle multiple applicable number for the working days in accordance with the contract or regulation.
No.10	Contract period	<ul style="list-style-type: none"> ・In case of fixed term contract, indicate whether contract can be renewed and the contract period. ・For "Starting date of work", indicate the date you actually started working or expected date to start working but NOT the contract conclusion date.

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No.11	Latest working record	Year / month	<ul style="list-style-type: none"> •Provide the information of ‘recent 6 months’ work record> Start with latest year and month, then continue with letter i through vi. *In case the period contains the prenatal/postnatal or childcare leave, exclude the period of leave and combine to the record before the leave. *Provide the amount paid in the month on each column of the month. (ex.: When the actual payment for April 1 to 30 is on May 25, fill in the column of the “May”) *In case the maternity leave starts in mid of the month, provide the record for 6 months prior to the leave. *In case the period of work is less than 6 months, provide the record for the work done and leave the rest blank.
		Number of working days	<ul style="list-style-type: none"> •Provide the number of actual working days for the month and year. *Include the leave taken and overtime work on holidays. *Regarding the “Number of working days”, count as 1 (day) even if the worker works for only an hour.
		Overtime hours	<ul style="list-style-type: none"> •Provide the overtime hours of the month and year. *The information would be used for the assessment upon the application of the monthly extended-hours daycare service.
		Actual salary paid	<ul style="list-style-type: none"> •Provide the record of salary payment for the month and year. *Regarding the record of salary payment provide the salary amount excluding temporary bonus and transportation allowance (Amount before deducting tax, social insurance etc.). *Combine the amount of leave allowance for COVID-19 if any. Also refer the remarks column (★).
No.12	Length of maternity leave taken / expected	<ul style="list-style-type: none"> •In case the worker is taking or planning to take maternity leave, please indicate the period. *In case the worker has already been back to work from the leave, please indicate the actual amount. 	
No.13	Length of childcare leave taken / expected	<ul style="list-style-type: none"> •In case the worker is taking or planning to take childcare leave, please indicate the period. *In case the worker has already been back to work from the leave, please indicate the actual amount (No need to fill up if 1 year or more has passed since the worker came back from the leave.) *Fill up in accordance with “Act on the Welfare of Workers Caring for Children or Family Care” such as Childcare leave, Nursing Care leave, and Labor Standard Act, or collective agreement, work regulation and labor contract based on the said acts. Please be aware that there are part-timers and dispatched workers who are excluded from application of the said standard acts (ex: Employees on daily basis, employees not expected to be continuously employed beyond the day the child reaches 1 year old etc.). *Regarding the last day of the childcare leave period, provide the date which both of the employer and guardian agree with, regardless of the daycare center’s enroll date. 	
No.16	Whether having worked as a childcare worker etc.	<ul style="list-style-type: none"> •Encircle the applicable number regarding whether the worker has actually worked as a childcare worker, kindergarten teacher or daycare teacher. •Submit “Hoikushi-sho (Childcare worker certificate)” if the worker works (including unofficial job offer) for Ninka-hoikuen (accredited daycare center), Shokibo-hoikusho (small scaled daycare center), Jigyoshonai-hoikusho (Workplace daycare center), Ninsho-hoikusho (Tokyo Metropolitan Government Authorized daycare center) or Teikiriyo-hoikushitsu (Regular basis daycare room) located in Ota City. 	
No.17	Date planning to stop availing the short-work-hour system Whether the worker is planning to avail the short-work-hour system after enrollment.	<ul style="list-style-type: none"> •In case short-time work system is availed in accordance with “Act on the Welfare of Workers Caring for Children or Family Care” and Labor Standard Act, or collective agreement, work regulation and labor contract based on the said acts, encircle the applicable number regarding the worker’s plan. •In case the answer is “Availing” or “Expected to avail”, provide the period, number of work days and work hours while availing the system. 	
★	Remarks	<ul style="list-style-type: none"> •Fill in this section if there are special remarks on the work contents of the applicant. *In the case of paying leave allowance related to COVID-19, provide the period of the leave allowance payment and paid amount. 	

【To the employers / business owners】	<ul style="list-style-type: none"> •This certificate is for the procedure of daycare center new enrollment / continuation of enrollment. •Be noted that we might inquire to the person in-charge of your office in case there is blank, unclear or questionable part or contents. •We also may request a photocopy of the collective agreement, work regulation or work contract, depending on the situation. •Enrollment may be cancelled if the provided information turns out to be false.
【To the guardians planning to apply】	<ul style="list-style-type: none"> •User selection index point would be determined based on the working conditions and actual working record provided in this certificate. •Note that if “Recent 6 months” column are left blank for reasons such as immediately after starting work, the index point would be 5 or less regardless of the working hours and days. •If your work record increases after submitting this certificate (for example, immediately after starting the new employment, etc.) you can still re-submit this certificate to replace the first one. Submission made by each deadline will be considered in the user selection index point for the relevant month. Note that other documents such as pay slip are not valid for the index point revision.