

Employment Certificate

To the Mayor of Kyoto City

Certificate date: November 1, 2023

If you receive a salary income, please obtain a certificate of employment from your workplace. If you are not employed, please obtain a certificate from the company to which you deliver your work (fill in the working hours column).

~How to fill in Employment Certificate~

For more details on how to fill in this form, refer to the [Kyoto City Official Website](https://www.city.kyoto.lg.jp/hagukumi/page/0000172423.html).

* Search for "childcare" and "related forms" on the website, or visit the webpage below:
(<https://www.city.kyoto.lg.jp/hagukumi/page/0000172423.html>)

If you have any inquiries, please feel free to contact us at 075-661-

Please enter the person responsible for this certificate and his/her telephone number so that he/she can be contacted by Kyoto City if necessary.

Name of company: XX Co., Ltd.

Person responsible for this certificate: Ichiro Nakagyo

Address: YY, XXX Town, Yanagibaba-dori Oike-sagaru, Nakagyo-ku, Kyoto City

Telephone: (075) XXX-XXXX

Person responsible for this certificate: Ryoko Shimogyo, Human Resources Department

Telephone number of the person who filled in this information: (075) XXX-XXXX

We warrant that the information provided below is correct.

* If you issue this certificate or alter it without the permission of the employer, etc. of the workplace, you may be accused of a criminal offence

No.	Item	Entry Column
1	Category of industry	<input type="checkbox"/> Agriculture/Forestry <input type="checkbox"/> Fishery <input type="checkbox"/> Mining and Quarrying <input type="checkbox"/> Information and <input type="checkbox"/> Transport and Postal Service <input type="checkbox"/> Wholesale and Retail Trade <input type="checkbox"/> Scientific Research, Professional and Technical Service <input type="checkbox"/> Accommodation and Food Service <input type="checkbox"/> Medical, Health Care and Welfare <input type="checkbox"/> Education, Learning
2	フリガナ Name of employee	キョウト タロウ Taro Kyoto
3	(Planned) Employment period	<input checked="" type="checkbox"/> Indefinite term employment <input type="checkbox"/> Fixed term employment Period (In case of indefinite term employment, employment start date only)
4	Workplace	Name: Same as above
5	Employment status	<input type="checkbox"/> Dispatch worker <input type="checkbox"/> Family employee <input type="checkbox"/> Part-time worker <input type="checkbox"/> Outsource <input type="checkbox"/> Others Please enter the total hours including work breaks. If the applicant is taking childcare leave, please enter the total working hours before taking the childcare leave.
6	Working hours (If fixed)	Working days per month: 20 days per month Working days per week: 5 days per week Total working hours: 180 hr. 00 min. (work breaks of which: 1,200 min.)
6	Working hours (If irregular)	Total working hours: _____ Working days: _____ Major working hours/shift working hours: _____ (work breaks of which min.)
7	Actual working records	Please enter the actual working days and working hours per month over the past three months. If there is no working record for the past three months due to leave such as childcare leave, please enter the actual working record before such leave (excluding the months of maternity leave and childcare leave). If the applicant is newly employed and has no working record, please enter the expected working hours. * Please count the number of days of annual paid leave as actual working days. * Please count the number of overtime hours as actual working hours. * Please count the number of hours of work breaks (limited to work breaks designated by employment regulation, etc.) as actual working hours.
8	* in (To guardians)	If "Major working hours/shift working hours" is blank, please enter and submit Schedule Form (please enter the schedule as of the commencement date of use of childcare services).
9	* in	July 23, 2022 to March 31, 2023
10	Leave other than maternity leave/childcare leave	<input type="checkbox"/> Scheduled to take leave <input type="checkbox"/> Currently on leave <input type="checkbox"/> Completed leave Reason: <input type="checkbox"/> Care Leave <input type="checkbox"/> Sick Leave
11	Planned date of return to work	<input type="checkbox"/> Scheduled to return <input checked="" type="checkbox"/> Returned April 1, 2023
12	Whether using reduced working hour system for childcare or not	<input type="checkbox"/> Scheduled to take leave <input checked="" type="checkbox"/> Currently on leave Period: April 1, 2023 Major working hours/shift working hours: 9:00 to 17:00 (of which work breaks: 60 min.)
13	Whether you have worked as a nursery teacher	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
14	Remarks	If the applicant plans to work or is working shorter hours than those described in No. 6 (so-called shortened working hours based on the employment regulation) by the use of reduced working hour system for childcare, please insert a check mark in either "Scheduled to take leave" or "Currently on leave." Please enter the (planned) period of the use of such system and major working hours (working hours after the change of working style) upon the use of such system. * Please enter the working hours before the use of such system in No. 6, and the working hours after the use of such system in No. 12.
Columns for additional information		
< For entry by the employer >		
15	If you are employed for a fixed term	<input type="checkbox"/> Renewable <input type="checkbox"/> Not renewable * You are not required to fill in this column if you are not employed for a fixed term.
16	If you have received employment	Nos. 15 to 18 are items originally added by Kyoto City. If applicable, please enter the relevant information.
17	If you work on night shifts or have night duty	times/month (If you work from 22:00 to 5:00 at night, please enter the average times per month.)
18	If you are on childcare leave (* including those scheduled to take such leave)	Extendable period: until MM/DD/YY If the applicant is currently on childcare leave and is eligible for an extension of the childcare leave period, please enter the longest leave period available under the workplace's childcare leave program (regardless of whether or not the applicant wishes to extend the leave).
<For entry by the guardians>		
Name of child(ren): _____ Birth date: _____ Name of the facility: _____ () <input type="checkbox"/> Currently using <input type="checkbox"/> Planned to apply (the facility of your first choice)		

* If you work at more than one workplace (including self-employment), please submit an Employment Certificate for all of your jobs.