

## Employment Certificate

Certificate date: November 1, 2024

To the Mayor of Kyoto City

Name of company: XX Co., Ltd.

Name of representative: 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

If you receive a salary income, please obtain a certificate of employment from your workplace. If you are a home worker, please obtain a certificate from the company to which you deliver your work (fill in the working hours and salary income). (Please attach the certificate to the back of this form.)

~How to fill in Employment Certificate~

For more details on how to fill in this form, refer to the Kyoto City Official Website.

\* 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.

(on the back)) or

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"/> Piecework <input type="checkbox"/> Outsourcing <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 If the applicant's working hours are not fixed, please enter the working hours based on the employment agreement. Please enter the total working hours including work breaks. If the applicant is taking childcare leave, please enter the total working hours before taking the leave. * If the number of working hours per day is fixed based on the employment agreement, please enter the working hours per week multiplied by 5. * If weekly working hours are entered, such hours multiplied by 4 shall be deemed to be the working hours per month.												
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, 2023 to March 31, 2024												
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, 2024												
12	Whether using reduced working hour system for childcare or not * including those scheduled to use such system	<input type="checkbox"/> Scheduled to take leave <input checked="" type="checkbox"/> Currently on leave Period: A 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"/>												
14	Whether or not the employment period will be renewed after the end of the employment period	<input type="checkbox"/>												
15	Whether or not the period of childcare leave is shortened	<input type="checkbox"/>												
16	Availability of extension of childcare leave	<input type="checkbox"/>												
17	Duration of single assignment (including planned)	September 1, 2024 - March 31, 2025												
18	Remarks													
19	For entry by the guardians	<table border="1"> <thead> <tr> <th>Name of child(ren)</th> <th>Birth date</th> <th>Name of the facility</th> <th><input type="checkbox"/> Currently using <input type="checkbox"/> Applying (the facility of your first choice)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Currently using <input type="checkbox"/> Applying (the facility of your first choice)</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> Currently using <input type="checkbox"/> Applying (the facility of your first choice)</td> </tr> </tbody> </table>	Name of child(ren)	Birth date	Name of the facility	<input type="checkbox"/> Currently using <input type="checkbox"/> Applying (the facility of your first choice)				<input type="checkbox"/> Currently using <input type="checkbox"/> Applying (the facility of your first choice)				<input type="checkbox"/> Currently using <input type="checkbox"/> Applying (the facility of your first choice)
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