

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 ensure the Japanese version of the Certificate is used for official submission.

Certification date (Y/M/D) 2024年 10月 11日

Company name ○○ Motor Co.

Representative's name Asuke Ryuma

Address Toyota-shi ○○-cho △-x

Phone number 0565-00-9876

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/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 (specify):
2	FURIGANA Employee's name	トヨタ ウメコ TOYOTA UMEKO D.O.B.(Y/M/D) 1986年 8月 23日
3	(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
4	Employee's place of employment	Name ○○ Motor Co. △△△ Business Office Work address TOYOTA-SHI ◎◎-CHO x-△△
5	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"/> Executive officer <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 ()
6	Working hours (For those whose working hours are regular)	M T W T F S S Holiday Total working hours 160 hr. 00 min. /month (Out of these hours, how many minutes are spent on work break: 1200 min. (分)) Working days per month 20 days per month Working days per week 5 days per week Weekday 9 hr. 00 min. ~ 17 hr. 00 min. (Work break 60 min.) Saturday 9 hr. 00 min. ~ 17 hr. 00 min. (Work break 60 min.) Sunday & National Holiday 9 hr. 00 min. ~ 17 hr. 00 min. (Work break 60 min.)
	Working hours (For those whose working hours are irregular)	Total hours <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly hr. min. (Work break min.) No. of days worked <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly days Main working hours・Shift working hours hr. min. ~ hr. min. (Work break min.)
7	Actual working records ※Include paid vacation days in the number of days, and breaks and overtime in the number of hours worked	Year & month 2024年 3月 Year & month 2024年 2月 Year & month 2024年 1月 20 days/month 160 hours/month 21 days/month 168 hours/month 21 days/month 168 hours/month
8	Maternity leave before and after childbirth ※Including plans to take maternity leave	<input type="checkbox"/> Scheduled to take leave <input type="checkbox"/> Currently on leave Period Y M D ~ Y M D
9	Childcare leave ※Including plans to take childcare leave	<input type="checkbox"/> Scheduled to take leave <input checked="" type="checkbox"/> Currently on leave <input type="checkbox"/> Already taken Period 2024年 8月 8日 ~ 2025年 6月 7日
10	Taking leave other than maternity/childcare leave ※Including plans to take leave	<input type="checkbox"/> Scheduled to take leave <input type="checkbox"/> Currently on leave <input type="checkbox"/> Already taken Reason <input type="checkbox"/> Nursing care leave <input type="checkbox"/> Sick leave <input type="checkbox"/> Other () Period Y M D ~ Y M D
11	Date of (scheduled) return	<input type="checkbox"/> Scheduled to return to work <input type="checkbox"/> Already returned Y M D
12	Use of system for shortened working hours for childcare ※Including plans to use the system	<input checked="" type="checkbox"/> Scheduled to use <input type="checkbox"/> Currently using Period 2025年 6月 8日 ~ 2026年 3月 31日 Main shortened working or shift hours 9 hr. 00 min. ~ 14 hr. 00 min. (Work break 60 min.)
13	Work experience as a nursery teacher or similar role	<input type="checkbox"/> Yes <input type="checkbox"/> Plan to work as a nursery teacher or similar role <input checked="" type="checkbox"/> No
14	Remarks	

Additional information

9-2	Whether the period of childcare leave can be shortened or not	Whether the period of childcare leave can be shortened or not if admission is confirmed	<input checked="" type="checkbox"/> Possible <input type="checkbox"/> Not possible
12-2	Working hours when using the system for shortened working hours for childcare ※Including plans to use the system ※Those who filled in No. 12 must complete this field	Total hours	100hr. 00min. per month (Out of these hours, how many minutes are spent on work break 1200 min.)

Parent entry field	Child's name	TOYOTA TAKAHIRO	D.O.B	Heisei 6年 6月 8日	Name of attending (1 st choice) childcare facility	○○ KODOMOEN
	Child's name	TOYOTA YUMIKA	D.O.B	Heisei 3年 12月 11日	Name of attending (1 st choice) childcare facility	○○ KODOMOEN

OFFICIAL USE

園記入欄	園コード	園児コード	学齢	歳児	園受付日	年 月 日	連絡欄
	続柄	父・母・その他 ()	提出理由	<input type="checkbox"/> 就労先の変更 <input type="checkbox"/> 就労時間の変更 <input type="checkbox"/> 雇用期限の変更			

[A Employment Certificate – Filling out Guidelines (Summary) 就労証明書 記載要領 (簡易版)]

TO THE COMPANY REPRESENTATIVE

This certificate is intended for understanding the family situation of the child who will use childcare services. Please fill out the required fields. If the guardian is applying for admission, fill out the **situation as of the planned date of admission**, as we will determine the need for childcare from 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 you are indicating 'planned employment', please submit the certificate again after you have started working.
- Notify the facility immediately if any change in the information on the certificate occurs.
- The validity period of the certificate must be within six months from the date of issuance. In addition, the document that will be accepted is the one with no changes to the contents, such as employment period, at the time of submission.
- Submit the form enclosed in an envelope, if you feel necessary to ensure privacy.
- The contents of the certificate may be verified with the company to ensure proper management. While no personal seal is required, corrections cannot be made by parents themselves if completed by the workplace.
- The information provided in the form will be used solely for the purpose of verifying enrollment qualification.

Important points to note when filling in

〈About the contents to be filled out by the company〉

Items No. 1 to No. 15 must be filled out by the company (or the parents themselves in the case of self-employed individuals). If corrections are necessary, please use a double line to strike through the incorrect information. No correction seals are required, and correction tape or similar items are not allowed.

No.3 Employment (scheduled) period

When selecting the employment contract period of the employee, choose between fixed or indefinite. For indefinite contracts, fill in only the employment commencement date. For fixed-term contracts, indicate the employment duration. Those with fixed-term employment contract or who plan to start working, must submit a new Employment Certificate after enrollment.

No.4 Information related to the employee's workplace

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

No.6 ・ 12 Information related to working hours

The requirements for enrollment are at least 60 hours per month.
Fill in the working hours based on the employment contract, NOT the number of hours actually worked (exclude overtime hours). Those using the reduced working hour system for childcare purposes must meet the working hours requirements.
~~If the guardian is applying for admission, fill out the situation as of the planned date of admission, as we will determine the need for childcare from the situation after the admission date.~~

No.8～11 Regarding leave other than maternity or childcare leave, and the (scheduled) return-to-work date

Indicate if the employee is currently on leave, planning to take the leave, or is returning or planning to return to work.

No.14 About the remarks field

Write down anything considered important. In addition, specify details such as the end date of childcare leave and the (scheduled) return-to-work date, especially if the company issuing the certificate requests special consideration from the city.

No.9-2 Possibility of shortening the parental leave period

~~Choose whether it is "□Possible 可" or "□Not possible 否" from the company's side for the employee to shorten the childcare leave and return to work at a date earlier than the scheduled end date of the childcare leave if an offer is made to enroll the employee's child in a daycare facility.~~

In case 'it is possible', a new Employment Certificate with the determined return-to-work date will be necessary as soon as enrollment is confirmed.

〈About the information to be filled out by the guardian〉

In the case of siblings, write down their names in the 'Parent entry field' (There is no need to submit multiple certificates if siblings are applying for the same facility). However, if there is a child already attending a childcare facility at the time of application for mid-term enrollment, submit the certificate for the child currently attending to the childcare facility and the certificate for the child applying for new enrollment to the Nursery School and Kindergarten Management Division [HOIKU-KA] (Copies are acceptable).

〈About the documents to be attached〉

If the employment status in the field No 5 falls under self-employed, full-time family employee, piece work at home, new applications are possible regardless of whether the required documents are attached. However, documents that confirm actual work situation may be requested as needed.

Please note that attaching the following documents when submitting a new enrollment application will increase priority during the enrollment adjustment process.

Additionally, if submitting an Employment Certificate for continued enrollment for the following school year, the submission of required documents is necessary.

【Enrollment before May 2025 (applications filed before March 2025)】

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	

【Enrollment after June 2025 (applications filed after April 2025)】

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, 2024 or before	2024 Final Tax Return [KAKUTEI SHINKOKUSHO]	2024 Final Tax Return and the Basic Agricultural Farm Ledger [NOCHI KIHON DAICHO]
	Jan. 1・ 2025 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, 2024 or before	2024 Final Tax Return [[GENSEN CHOSHUYO]	2024 Statement of Withholding Income Tax [GENSEN CHOSHUYO] and Basic Agricultural Farm Ledger [NOCHI KIHON DAICHO]
	Jan. 1・ 2025 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 verify actual employment situations may be requested as needed.

※ 2 Piece work at home: the requirements are only for newly enrolling children.

〈Unpaid family employee〉

Unpaid family employee is restricted to a family-related individual who shares the same livelihood with the self-employed business owner and works unpaid in the business operated by that self-employed person.

★ 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: Toyota City Hall, Nursery School and Kindergarten Management Division
Phone: 0565-34-6809



[Guidelines for Filling In the Employment Certificate]**■ Items related to the company or welfare commissioner / children's social worker issuing the certificate**

Certification date 証明日	<ul style="list-style-type: none"> ● Fill in the date of certification (the date certificate is issued) ※ Enter the year in the western calendar.
Company name 事業所名	<ul style="list-style-type: none"> ● Fill in the name of the company (corporate name) issuing the certificate. ※ Fill in the name of the company / organization / group that is responsible for issuing the certificate. ※ Fill in the name of the business in case you are a sole proprietor.
Representative's name 代表者名	<ul style="list-style-type: none"> ● Fill in the name of the representative (corporate representative or sole proprietor). ※ If there is no person who corresponds to the representative, or if the business establishment has granted certifying authority to someone other than the representative, please fill in the name of the person who has certifying authority and can be held responsible for the content of the certificate.
Address 所在地	<ul style="list-style-type: none"> ● Fill in the address of the company issuing the certificate. ※ Please note that it is not the workplace address of the person for whom the certification is being issued (hereinafter referred to as the "Employee")
Phone number 電話番号	<ul style="list-style-type: none"> ● Fill in the phone number of the company 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	<ul style="list-style-type: none"> ● Please fill in the name and phone number of the person in charge who will receive contact/inquiries from the city office if further information regarding the contents of the certificate is needed.

■ Items related to the place of employment

No.1	Industrial classification 業種	<ul style="list-style-type: none"> ● Check <input checked="" type="checkbox"/> the box that corresponds to the Employee's current industrial classification. ※ If none applies, check <input type="checkbox"/> "Other その他" and briefly describe the employment status in parentheses.
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■ Items related to the Employee

No.2	FURIGANA / Employee's name フリガナ／本人氏名	<ul style="list-style-type: none"> ● Fill in the Employee's name and the FURIGANA phonetic reading for their name.
	Date of birth 生年月日	<ul style="list-style-type: none"> ● Fill in the Employee's date of birth. ※ Enter the year in the western calendar.

■ Items related to the Employee's employment status

No.3	(Scheduled) employment period, etc. 雇用(予定)期間等	<ul style="list-style-type: none"> ● Check <input checked="" type="checkbox"/> the appropriate box concerning the employment period. ● If you check <input type="checkbox"/> Indefinite term 無期, fill in only the employment commencement date. If you check <input type="checkbox"/> Fixed-term 有期, fill in the employment period. ※ Enter the year in the western calendar. ※ If you are planning to change the contract contents, please fill in the date on which the previous contract ends as the end date.
No.4	Employee's place of employment 本人就労先事業所	<p>If the name of the company where the Employee works is different from the company issuing the certificate listed in the upper right space, then enter the name of the company where the Employee actually works.</p> <ul style="list-style-type: none"> ● If the address of place of employment where the Employee works is different from the establishment issuing the certificate listed in the upper right space, then enter the address of the company where the Employee actually works. ※ If the Employee works at more than one place, then enter the address of the main place of work. ※ If the Employee does not have a place of work, then enter the place where the Employee is primarily present during their working time, such as in their home.

No.5	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>※Please check <input checked="" type="checkbox"/> the box “Non-full-time/Temporary staff 非常勤/臨時職員”, 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”.</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.6	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: “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’s work spans over two days, such as in night shifts, 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 by 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>

	<p>Working hours (For those whose working hours are irregular) 就労時間 (変則就労の場合)</p>	<ul style="list-style-type: none"> ●For workers whose daily working hours are irregular, fill in the hours based on the employment contract. ●Fill in the total working hours per month or week. <ul style="list-style-type: none"> ※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. ※If the employment contract stipulates working hours per day, multiply that number by 5 (days) to fill in the weekly working hours. ※If working hours per week is entered, that number of hours multiplied by 4 will be regarded as the monthly working hours. ※Exclude overtime hours, as you must write down the contractual hours of employment. ※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. ●Fill in the number of days worked per month or per week. <ul style="list-style-type: none"> ※Please note that the number of working days are those based on the employment contract, NOT the number of days actually worked. ※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'. ●Use the 24-hour clock format to fill in the working hours. ※If the Employee's work spans over two days, such as in night shifts, 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]). ●In the field "Main working hour/Shift working hours", fill in the most likely (most frequently worked) hours. <ul style="list-style-type: none"> ※Even if the employment contract does not stipulate core time, please write down the most standard working hours expected. ※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.
No.7	<p>Actual working records ※Include paid vacation days on number of days and breaks and overtime on 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>	<ul style="list-style-type: none"> ●Fill in the number of days and hours worked per month for the last three months. If you don't have one month 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. <ul style="list-style-type: none"> ※Start writing from the most recent month/year (E.g. June ▲▲▲▲, May ▲▲▲▲, April ▲▲▲▲) ※Include paid vacation days in the number of days worked. ※Include overtime in the number of hours worked. ※Include break time (limited to breaks stipulated under the working time regulations) in the number of hours worked. ※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). ※Enter the year in the western calendar.
No.8	<p>Maternity leave before and after childbirth ※Including plans to take maternity leave 産前/産後休業の取得 ※取得予定を含む</p>	<ul style="list-style-type: none"> ●Check <input checked="" type="checkbox"/> the appropriate box concerning the maternity leave before and after childbirth: <ul style="list-style-type: none"> "<input type="checkbox"/>Scheduled to take 取得予定" or "<input type="checkbox"/>Currently on leave 取得中" ※It doesn't limit to maternity 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. ※Enter the year in the western calendar.

No.9	Childcare leave ※Including plans to take childcare 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"/> Already taken 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 taken, please fill in the period of childcare leave acquired. ※If more than one circumstance applies, fill in the one that is closest to the situation of the certification date in the field No. 9 and the other one in the remark field (For example, if the Employee is planning to take or is currently taking childcare leave and has also taken in the past, fill in the period that is planning to take or is currently taking in the field No. 9, and the period that has taken in the past in the remarks field.) ※Enter the year in the western calendar.
No.10	Taking leave other than maternity / childcare leave Including plans to take the leave 産休/育休以外の休業の取得期間 ※取得予定を含む	●Check <input checked="" type="checkbox"/> the appropriate box concerning the leave other than maternity or 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"/> Already taken 取得済み”. ※It doesn't limit to 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 taken, please fill in the period of leave acquired. ※If more than one circumstance applies, fill in the one that is closest to the situation of the certification date in this field and the others in the remark field (For example, if the Employee is planning to take or is currently taking childcare leave and has also taken in the past, fill in the period that is planning to take or is currently taking in the field No. 10, and the period that has taken in the past in the remarks field.) ※Enter the year in the western calendar. ●Check <input checked="" type="checkbox"/> the reason for taking leave other than maternity or childcare leave.
No.11	Date of (scheduled) return 復職（予定）年月日	●If the Employee who is currently taking (or planning to take) childcare leave from the certificate-issuing company has plans to return to work, 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 to return to work. If the Employee has returned to work at the company issuing the certificate, within one year of taking childcare leave, check <input checked="" type="checkbox"/> the box “ <input type="checkbox"/> Already returned 復職済み”, and fill in the date of return to work. ※Enter the year in the western calendar.
No.12	Use of system for shortened working hours for childcare ※Including plans to use the system 育児のための短時間勤務制度利用有無 ※取得予定を含む	●If the Employee is planning to work shorter hours than the regular working hours stipulated in the employment regulations (the hours entered in the field No. 6) by using the system for shortened working hours for childcare purposes (Special provision to the rules outlined in the employment regulations), check <input checked="" type="checkbox"/> the appropriate box: “ <input type="checkbox"/> Scheduled to use 取得予定” or “ <input type="checkbox"/> Currently using 取得中”. ●Fill in the period and the main working hours during which the shortened working hours system is used (or scheduled to be used). ※Fill in the working hours before the use of the system in the field No. 6, and the working hours during the use of the system in the field No. 12. ※Enter the year in the western calendar.

■Other items

No.13	Work experience as a nursery teacher or similar role 保育士としての勤務実態の有無	●Check <input checked="" type="checkbox"/> the appropriate box concerning whether or not the Employee is currently working as a nursery teacher [HOIKUSHI], kindergarten teacher [YOCHIEN KYOYU] or childcare teacher [HOIKU KYOYU]: “ <input type="checkbox"/> Yes 有” or “ <input type="checkbox"/> Plan to work as a nursery teacher or similar role 有予定” or “ <input type="checkbox"/> No 無”.
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No.14	Remarks 備考欄	<ul style="list-style-type: none"> ●Regarding the information filled in in the field No. 6, if there are exceptions to the working hours (such as having to come to work 15 minutes before the start of regular working hours stipulated in the work regulations) that extend beyond the hours entered, please describe that in the Remarks field. ●If there is the need to provide additional information about leave taken other than childcare leave (No. 9) and maternity or childcare leave (No. 10), please fill it in in the Remarks field. ●If there are any other special notes to be made, please mention that in the Remarks field.
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■Additional information

No.9-2	Possibility of shortening the parental leave period 育児休業期間の短縮可否	<ul style="list-style-type: none"> ●Check <input checked="" type="checkbox"/> the appropriate box whether it is “<input type="checkbox"/>Possible 可” or “<input type="checkbox"/>Not possible 否” from the company’s side for the Employee to shorten the childcare leave and return to work at a date earlier than the scheduled end date of the childcare leave if an offer is made to enroll the Employer’s child in a daycare facility.
No.12-2	Working hours when using the system for shortened working hours for childcare purposes 育児のための短時間勤務制度利用時の就労時間	<ul style="list-style-type: none"> ●Please be sure to check the box if you have filled in the field No. 12. ●Please fill in the number of hours worked per month if you have filled in the field No. 12 regarding the use of a reduced work hour system for childcare purposes.