Certificate of Employment

To the mayor of Musashimurayama City

> State the date on which your place of business completed this form.
> *Be aware that, in principle, the period of validity of this Certificate of Employment is 3 months from the stated date.

Example

Date	*12* / *1* / *2020* (MM/DD/YYYY)
Name of place of employment	◇◇◇ Co., Ltd
Name of representative	□□ △△ (Seal)
Address	◇－▽－◇, Chuo, Musashimurayama-shi
Telephone number	*012-345-0345*
Name of person filling in this form	*Goro Musashi*
Contact details of person filling in this form	*012-345-6543*

I hereby certify that the following content is factual.

No.	Item	Details
	Items concerning employment	
1	Job content	*Administration* (State the job content of the employee.)
2	Name of employee	*Akiko Murayama*
3	Address of employee	*□－◇◇－○○ Honmachi, Musashimurayama-shi*
4	(Prospective) term of employment	*4* / *1* / *2017* to *3* / *31* / *2021* (MM/DD/YYYY) to (MM/DD/YYYY) □Permanent ☑Fixed-term / ☑To be renewed □None (only complete if fixed-term)
5	Place of employment	◇◇◇ Co., Ltd.
6	Address of place of employment	◇－▽－◇, Chuo, Musashimurayama-shi
7	Telephone number of place of employment	*012-345-0123*
8	Type of employment	□Self-employed □Permanent/full-time ☑Part-time/casual □Irregular/temporar □Dispatch □Other (
9	Hours worked (if regular employment)	☑Mon ☑Tue ☑Wed ☑Thu ☑Fri □Sat □Sun □Public holidays Weekly *35* hours *0* minutes *5* days per week Weekdays *9* : *30* – *17* : *30* Saturday : – : Sunday : – :
10	Hours worked (if casual employment)	Weekly hours minutes days per week
11	Employment record (including paid leave) *record of previous 3 months	*8* / *2019* (MM/YYYY) *9* / *2019* (MM/YYYY) *10* / *2019* (MM/YYYY) *18* days per month *20* days per month *19* days per month *125* hours per month *140* hours per month *133* hours per month *125,814* yen per month *141,820* yen per month *134,729* yen per month Hourly rate *1,013* yen
12	Maternity leave taken	On leave, leave complete *11* / *4* / *2019* (MM/DD/YYYY) – *2* / *9* / *2020* (MM/DD/YYYY)
13	Childcare leave taken (planned length)	Planned *2* / *10* / *2020* (MM/DD/YYYY) – *12* / *14* / *2021* (MM/DD/YYYY) Earliest possible date of return *5* / *1* / *2021* (MM/DD/YYYY) Latest possible date of return *3* / *31* / *2022* (MM/DD/YYYY)
14	Return to work date (planned)	*5* / *1* / *2021* (MM/DD/YYYY)
15	Notes	(if planning to work shorter hours for childcare) *Work 10:00 to 16:00 weekdays if work commences from May 1, 2021*

(Note: "Complete if necessary" labels rows 12–15. "State taxable amount." note points to row 11 yen figures.)

> State the job content of the employee.

> State taxable amount.

> Complete this notes item if you have any additional comments about the above certificate content.

To be completed by parent or guardian

Child's name	Date of birth	Facility name		
Shunta Murayama	○ / ○ / ○ (MM/DD/YYYY)	○○○ Childcare Cente	□Already	☑Applied (1st preference)
	/ (MM/DD/YYYY)		□Already	□Applied (1st preference)
	/ (MM/DD/YYYY)		□Already	□Applied (1st preference)

*If you are self-employed, working from home, or have secondary employment, please