

To employers,

To business operators,

Request for Completion of Certificate of Employment

This certificate of employment is to investigate grounds for the requirement of childcare (employment status). When a child enters a childcare center for the first time, if there is a grandparent, etc., (under 65) living in the same household, the grandparent, etc., must also undergo investigation of his or her employment status using this certificate, in addition to the parents. Please complete all sections on the front. Please be aware that if we are unsure about any of the content of this certificate, we may consult the relevant manager at your place of business.

1. Please state the “(prospective) term of employment” from the date of hiring (in the case of a prospective employee, the date on which employment is scheduled to commence).
2. Please state the formal “hours worked (if regular employment),” including breaks, according to the employment contract.
 - * Please state the **actual hours worked** per week for total hours.
3. Please state the **actual hours worked** per week for “hours worked (if casual employment).”
4. Please state the number of days worked and the number of hours worked in the previous 3 months including paid leave for “employment record.”
 - * If childcare leave or maternity leave are taken, please state the number of hours worked, etc., for the 3 months immediately prior to the leave.
 - * If the number of hours worked are different from normal employment hours as a result of being unwell or response to the COVID-19 pandemic, etc., please make a note of this in the “notes” column.
5. Please state “shortened working hours” in the “notes” column for people who work shorter hours after returning from childcare leave in order to attend to childcare.
6. Please state if the Act on the Welfare of Workers Who Take Care of Children or Other Family Members Including Child Care and Family Care Leave applies (people who are employed by the day and people who are employed for a fixed term with no renewal are excluded) for childcare leave of part-time and dispatch workers.
7. Please state “return to work scheduled for after kindergarten or childcare facility entry” in “15. Notes” for people to whom childcare leave in 6. does not apply, but who have taken leave that is recognized as childcare leave in the workplace and wish to enroll their children in a kindergarten or childcare facility.
8. Please complete the other side if you are self-employed, work from home, or have a second job.

◆ This form can be downloaded from the City’s website and completed using your own system.

(Enter 1008909 in “page number search.” The form is in “forms for applying to kindergartens and childcare facilities (入所申込みに必要な書類).”)

If you have any further questions, please contact us using the following contact information.

Childcare and Kindergarten Manager, Family, Children, and Youth Division, Musashimurayama City

Email. youho@city.musashimurayama.lg.jp

Ph. 042-565-1111 extension 183/184/189