

Employment Certificate

To Mayor of Musashimurayama City

Example

Please enter the date provided by your company.

*Please note that the validity period of the employment certificate is generally three months from the date of issuance.

Date of certification 2025 year 12 month 1 day

Business name XXX Corporation

Representative name Honmachi Central

Address (of the above company) Honcho, Musashimurayama City O-O-O

telephone number 012 — 345 — 6789

Name of person in charge Musashi Jiro

Contact information of the person who submitted the information 123 — 456 — 7890

This is to certify the employment status of the individual named below.

***Please note that creating or altering the contents of this certificate without the permission of your employer may result in criminal charges.**

No.	item	Field to write																								
1	Industry	☐ Agriculture/Forestry ☐ fishery ☐ Mining, quarrying, and gravel extraction ☒ Construction ☐ Manufacturing ☐ Electricity, gas, heat supply, and water supply ☐ Wholesale and Retail ☐ Finance and Insurance ☐ Real estate and Goods Rental ☐ Accommodation and food service ☐ Lifestyle-related services and entertainment ☐ Medical care and welfare ☐ public affairs ☐ others()																								
2	Phonetic spelling	Murayan																								
	Name	Taro Murayan																								
3	Employment (planned) period	☐ Indefinitely ☒ Fixed Term of Employment (If indefinite, only fill in the start date.) 2025 year 4 month 1 day ~ 2026 year 3 month 31 day																								
4	Workplace Information *(Please provide details of the location where the employee actually works.)	name XXX Corporation address Chuo, Musashimurayama City 0-0-0																								
5	employment type	☐ Full-time ☒ Part-time/Temporary ☐ Temporary (Haken) ☐ Contract (Keiyakushain) ☐ Fiscal year Contracted Business outsourcing ☐ Board member ☐ Self-employed ☐ Self-employed full-time employee ☐ Family workers ☐ others()																								
6	Standard Working Hours *(If the schedule is fixed, please fill in the table below. Leave blank for non-working days.)	<table border="1"> <tr> <th>mon</th><th>tue</th><th>wed</th><th>thu</th><th>fri</th><th>sat</th><th>sun</th><th>holiday</th><th>Total time</th></tr> <tr> <td>☒</td><td>☒</td><td>☒</td><td>☒</td><td>☒</td><td>☐</td><td>☐</td><td>☐</td><td>Monthly 160 hours 0 minutes (break time 60 minutes)</td></tr> </table> Number of working days per month Monthly 20 day Number of working days per week week 5 day weekdays 9 hr. 00 min. ~ 17 hr. 00 min. (break time ## minutes) Saturday hr. min. ~ Sundays and holidays hr. min. ~	mon	tue	wed	thu	fri	sat	sun	holiday	Total time	☒	☒	☒	☒	☒	☐	☐	☐	Monthly 160 hours 0 minutes (break time 60 minutes)						
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	Standard Working Hours *(If the schedule is irregular, please provide details of the work pattern below.)	Total time ☐ Monthly ☐ week Number of working days ☐ Monthly ☐ week Main working hours / Shift hours hr. min. ~																								
7	Recent Employment Record ※for last three months (Days include paid vacation, hours include breaks and OT.)	<table border="1"> <tr> <th>year and month</th><th>2025 year 2 month</th><th>year and month</th><th>2025 year 3 month</th><th>year and month</th><th>2025 year 4 month</th></tr> <tr> <td>20 days/month</td><td>160 hours/month</td><td>20 days/month</td><td>160 hours/month</td><td>19 days/month</td><td>152 hours/month</td></tr> </table>	year and month	2025 year 2 month	year and month	2025 year 3 month	year and month	2025 year 4 month	20 days/month	160 hours/month	20 days/month	160 hours/month	19 days/month	152 hours/month												
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8	Maternity Leave (Prenatal/Postnatal) *Includes plans	☐ Planned ☐ Ongoing ☒ Completed period 2025 year 4 month 25 day ~ 2025 year 6 month 30 day																								
9	Childcare Leave *Includes plans	☐ Planned ☒ Ongoing ☐ Completed period 2025 year 7 month 1 day ~ 2026 year 4 month 30 day																								
10	If the answer is "Yes" or "Yes (planned)," please enter the renewed employment period in the remarks column of No. 18.	☐ Planned ☐ Ongoing ☐ Completed reason ☐ Caregiving leave ☐ sick leave ☐ others () year month day ~ year month day																								
11		☐ Planned ☐ Returned to work Date: 2026 year 5 month 1 day																								
12		☐ Planned ☐ Ongoing period year month day ~ year month day working hours / hours hr. min. (minutes)																								
13		☐ Yes (planned) ☒ No																								
14	Prospect of Contract Renewal	☒ Yes ☐ Yes (planned) ☐ No ☐ to be decided																								
15	Possibility of shortening childcare Leave	☐ Possible ☒ Possible																								
16	Possibility of extension childcare Leave	☒ Possible ☐ Possible																								
17	Work Assignment Requiring Separate Residence	year month																								
18	Remarks column *(Please use this space for any additional information relevant to the employee's work status that may affect their eligibility for childcare services.)*	Employment period after contract renewal: April 1, 2026 – March 31, 2027																								
Parent/Guardian Information Section (For applicant)		<table border="1"> <tr> <th>Child's name</th><th>date of birth</th><th>Facility name</th><th>☐ Currently in use ☐ Application in progress (First choice)</th></tr> <tr> <td></td><td></td><td></td><td></td></tr> <tr> <th>Child's name</th><th>date of birth</th><th>Facility name</th><th>☐ Currently in use ☐ Application in progress (First choice)</th></tr> <tr> <td></td><td></td><td></td><td></td></tr> <tr> <th>Child's name</th><th>date of birth</th><th>Facility name</th><th>☐ Currently in use ☐ Application in progress (First choice)</th></tr> <tr> <td></td><td></td><td></td><td></td></tr> </table>	Child's name	date of birth	Facility name	☐ Currently in use ☐ Application in progress (First choice)					Child's name	date of birth	Facility name	☐ Currently in use ☐ Application in progress (First choice)					Child's name	date of birth	Facility name	☐ Currently in use ☐ Application in progress (First choice)				
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