

To the Employer
Certifying Official

Instructions for Completing the “Employment Certificate”

The purpose of this Employment Certificate is to verify the applicant's employment status. This information is essential for the local government to assess the family's "need for childcare" and determine their eligibility for admission to daycare centers and other childcare facilities.

- 1 For “Working hours”, Please provide the employee's “average” number of work days per week and per month, as well as their typical daily working hours.
- 2 For “Employment Start (scheduled) Date”, Please enter the date the employee was hired. For prospective employees, enter the scheduled start date.
- 3 For “Work Record”, Please provide the employee's total work days and hours for the “three most recent months”. Your totals should “include any paid leave” (such as vacation or sick days).
 - ※ Note: If the employee is currently on “maternity leave” or “childcare leave”, please provide their work record for the three full months “immediately preceding the start of their leave”.
 - ※ Note: If the employee's working hours are different from their usual schedule due to illness or other reasons, please provide a brief explanation in the “Remarks column”.
- 4 For employees who will be working reduced hours for childcare after returning from childcare leave, please enter their planned reduced working hours in the “Use of Reduced Work Hours System for Childcare” section.
- 5 For employees who are not on statutory childcare leave but are taking a company-specific childcare leave and wish to enroll their child, please describe your planned return-to-work date after enrollment in the “Remarks column”.
- 6 Please check the box if applicable. The employee works as a childcare professional (childcare worker, teacher, nurse, etc.) at a registered childcare facility.
- 7 Applicants who are self-employed (including family business employees), work remotely, or are home-based workers must also submit the “Work Schedule Form” located on the back side.
- ◆ This form can be downloaded from the city website or filled out online. To find it, please enter “1008909” in the “Page Number Search” box on the website. The form is located within the “Documents Required for Childcare Facility Applications” section.
- ◆ A company seal is not required on this form. However, please be aware that forging or altering this Certificate of Employment (including unauthorized creation or modification) is a criminal offense under Japanese law, equivalent to the forgery or alteration of sealed private documents.
- ◆ To make corrections, please cross out the error with a double line and have the person who completed the form add their initials next to the change. Please note that corrections made using correction fluid or tape, and any information written with an erasable pen, will be considered invalid.

For any inquiries, please contact us at the information provided below.

Childcare and Kindergarten Section
Children and Families Department, Musashimurayama City

TEL 0 4 2 - 5 6 5 - 1 1 1 1 Ex 1 8 3 • 1 8 4 • 1 8 9