

Example of entry (with separate filling-in instructions)

◆ If you are a corporation, please have your employer fill out the form. ◆ The "entry column for parents/guardians" must be filled out by the parents/guardians themselves.
◆ Entries made with an erasable ballpoint pen are invalid. ◆ Please print both sides of the form.
◆ Self-employed persons are required to submit a separate "document proving self-employment". For details, please refer to the "Guide to Admission to Approved Childcare Facilities".

To the Mayor of Edogawa City

Date of certification AD 2024 Year 10 Month 4 Day

Office name Edogawa-ku Co., Ltd.

Name of representative Edogawa Tanaka If you are self-employed and do not have a trade name, please fill in "no trade name".

Address 1-4-1 Chuo, Edogawa-ku, Tokyo

Phone number 03 — XXXX — XXXX

Name of person in charge

Listed person's contact information 070 — XXXX — XXXX

I certify that the following information is true and correct.

*If you make or alter the contents of this certificate without the permission of your employer, you may be charged with a crime under the Penal Code.

No.	Item	Entry section
1	Industry	<input type="checkbox"/> Agriculture/forestry <input type="checkbox"/> Fishing <input type="checkbox"/> Mining, quarrying/gravel extraction industry <input type="checkbox"/> Construction industry <input type="checkbox"/> Manufacturing industry <input type="checkbox"/> Telecommunications industry <input type="checkbox"/> Transportation/postal industry <input checked="" type="checkbox"/> Wholesale/retail industry <input type="checkbox"/> Financial/insurance industry <input type="checkbox"/> Academic research, professional/technical services <input type="checkbox"/> Lodging/food service industry <input type="checkbox"/> Lifestyle-related services <input type="checkbox"/> Education/learning support industry <input type="checkbox"/> Complex service industry <input type="checkbox"/> Official business <input type="checkbox"/> Other ()
2	Furigana	
	Full name of the employee	Edogawa Hanako Date of Birth 1982 Year 7 Month 3 Day
3	(Planned) Duration of employment, etc.	<input checked="" type="checkbox"/> Indefinite <input type="checkbox"/> Definite term Period (If the term is indefinite, only the employment start date) 2016 Year 4 Month 1 Day ~ Year Month Day
4	Place of employment	Name Edogawa Funabori Ekimae Branch Address △-Chome, O-Ban, O-Go, Funabori, Edogawa-ku, Tokyo
5	Form of employment	<input checked="" type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time job <input type="checkbox"/> Temporary worker <input type="checkbox"/> Contract employee <input type="checkbox"/> Fiscal year appointed staff <input type="checkbox"/> Independent business owner <input type="checkbox"/> Self-employed professional <input type="checkbox"/> Family worker <input type="checkbox"/> Side job <input type="checkbox"/> Outsourcing <input type="checkbox"/> Other ()
6	Working conditions (For fixed employment)	Mon Tue Wed Thu Fri Sat Sun National holiday Total hours Monthly 180 hours 0 minutes (includes minutes of break time 1200 minutes) Working days per month Monthly 20 Day Working days per week Weekly Day Weekdays (AM) 8 : 30 ~ (PM) 17 : 30 (includes minutes of break time 60 minutes) Saturday (AM) 8 : 30 ~ (PM) 17 : 30 (includes minutes of break time 60 minutes) Sunday and national holiday AM : ~ PM : (includes minutes of break time minutes)
	Working conditions (non-fixed employment)	Total hours <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly hours minutes (includes minutes of break time minutes) Number of days worked <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly Day Main working hours and shift hours AM PM : ~ AM PM : (includes minutes of break time minutes)
7	Work record *Number of days includes paid vacations, and number of hours includes breaks and overtime	Month/Year 2023 Year 3 Month 21 Day/month 195 Hours/month Month/Year 2023 Year 2 Month 19 Day/month 200 Hours/month
8	Acquisition of leave pre-natal/post-natal maternity *Including planned acquisitions	<input type="checkbox"/> Scheduled <input type="checkbox"/> now taking Period Year Month Day ~ Year Month Day
9	Acquisition of childcare leave *Including planned acquisition	<input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> now taking <input type="checkbox"/> Acquired Period 2023 Year 8 Month 12 Day ~ 2025 Year 6 Month 12 Day
10	Acquisition of leave other than maternity or childcare leave	<input type="checkbox"/> Scheduled <input type="checkbox"/> Now taking <input type="checkbox"/> Acquired Reason <input type="checkbox"/> Nursing care leave <input type="checkbox"/> Sick leave <input type="checkbox"/> Other () Period Year Month Day ~ Year Month Day
11	Date of (planned) return to work	<input checked="" type="checkbox"/> Planning to return to work <input type="checkbox"/> Already returned to work 2025 Year 6 Month 13 Day
12	Availability of short-time working hours for childcare *Including planned acquisitions	<input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> now taking Period 2025 Year 6 Month 13 Day ~ 2026 Year 3 Month 31 Day Main working hours and shift hours 9 Time 30 minutes ~ 16 Time 30 minutes (includes minutes of break time minutes)
13	Work experience situation as a childcare worker	<input type="checkbox"/> Yes <input type="checkbox"/> Yes (planned) <input type="checkbox"/> None
14	Remarks column	
15	Employment situation	Working away from home <input type="checkbox"/> Yes <input checked="" type="checkbox"/> None (Planned) Place of assignment
16	Fixed salary (monthly amount)	250,000 Yen *Monthly amount under the employment contract, not the amount excluding necessary expenses. If not yet determined, please fill in an approximate amount.
	Most recent salary payment	i 2023 Year 3 Month ii 2023 Year 2 Month iii 2023 Year 1 Month 260,000 Yen

Enter the amount of salary (before deduction of taxes, social insurance premiums, etc.) that does not fluctuate each month, excluding bonuses, lump-sum payments, commuting allowances, and overtime allowances. Qualification, position and regional allowances are included. *If you work shorter hours, enter the amount without using the system.

Please use the remarks column for other contact information.
Example 1) For those who are in a type of occupation that requires a lot of business trip, both domestic and international....
"I have a business trip to 00 every year from 00 to 00."
Example 2) For temporary workers, etc.... "My place of employment upon returning to work is undecided at this time. I have been offered reinstatement and will be making adjustments in Tokyo."

<Entry column for parents/guardians> Please have a parent/guardian fill out this form.

Entry column for parents/guardians	Name of child	Date of Birth	<input type="checkbox"/> Currently using <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> Now applying (1st choice)	
	Edogawa Kisaku	2023 Year 4 Month 13 Day	Facility Name	○○ Nursery School
	Name of child	Date of Birth	<input type="checkbox"/> Currently using <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> Now applying (1st choice)	
		Year Month Day	Facility Name	

If you are applying for a childcare facility, please fill in the name of your first choice.

[Note on entry] *Please be sure to read this information as it is very important. If you have any questions, please contact the departments below.

- (1) This certificate is issued by a company or other entity to certify the employee's employment status. The certification will be invalidated if it is written by the parent/guardian himself/herself, except for private business owners, etc.
- (2) The validity period of this certificate is, in principle, three months from the date of certification. Furthermore, any certificate without a certification date will be deemed invalid.
- (3) If you make a false statement or forge or falsify a certificate, you may be criminally liable for forgery of a sealed private document, Article 159 of the Penal Code. In addition, the certification and acceptance decision will be cancelled. Please be advised that our staff may call or visit you to confirm the details of the certification.
- (4) Please cross out any corrections with a double line. Certifications made with erasable ballpoint pens or pencils or with the use of correction fluid or correction tape will be considered invalid.
- (5) If any violation of laws and regulations is found in working conditions, etc., the Labor Standards Inspection Office may be notified, depending on the circumstances.
- (6) Please fill in the work record for the three months prior to the leave if you are taking maternity or childcare leave, and for those who have just started working or whose record is less than three months, please enter the projected work record for the next three months.
- (7) If you are self-employed and applying for continued admission to a childcare facility or continued acceptance by a childcare provider for an infant, please attach documents proving your self-employment, such as a copy of your income tax return or a business opening notification, for the purpose of verifying your application details.

Childcare Division, Department of Children and Family Affairs, Edogawa Ward Tel: 03-5662-0066 (direct line),
 Childcare Provider Section Tel: 03-5662-0072 (direct line), Childcare Support Section, Facility Use Benefits Section Tel: 03-5662-1012 (direct line)



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Example of a completed
certificate form
(Ward website)