

Certificate of Employment

To Executive Vice President of Tohoku University

Date of Certification:

Name of Business:

Name of Representative:

Address :

Name of Individual in Charge:

Contact Information of Respondent:

I hereby certify that the following contents are true.

In katakana			Date of birth		
N a m e					
J o b t i t l e			Date of hiring	(Official / Tentative)	
D u t i e s (in detail)					
W o r k i n g arrangement	A	1. Regular employee 2. Part-timer 3. Other ()			
	B	1. Permanent 2. Non-permanent 3. Other ()			
Working days	Mon. / Tue. / Wed. / Thu. / Fri. / Sat.		* In the case of irregular working: days per week		
Employment (planned) period, etc.	<input type="checkbox"/> Indefinite		【Fixed term】 Employment Period & Whether or not it will be renewed after the contract period expires	From to	
	<input type="checkbox"/> Fixed term			<input type="checkbox"/> renewal <input type="checkbox"/> No renewal <input type="checkbox"/> Undecided	
Working hours	Weekdays	From : a.m./p.m. to : a.m./p.m.			hours per day (excluding break times)
	Saturday	From : a.m./p.m. to : a.m./p.m.			hours per day (excluding break times)
	* In the case of irregular working Working hours: hours per month				
Workplace	TEL				
In the case of a leave of absence from work, etc.					
Reasons for the leave of absence	1. Maternity leave 2. Childcare leave 3. Other ()				
Duration of the leave of absence	From to				
Date of reinstatement	mm dd yyyy ※Fill in after reinstatement				
Matters to be mentioned					

Note: This certificate is to be submitted to an Executive Vice President of Tohoku University when a person responsible for supporting a child files an application for new or continued admission to the childcare facilities of Tohoku University.

* Please ensure that all the required items are completely filled out.