

## Certificate of Employment (How to fill out the form)

1. Name: Enter the applicant's name.
2. Date of birth: Enter the applicant's date of birth.
3. Length of service: Enter the date when the applicant started working at the relevant workplace and the date when he/she left the workplace in the upper row and the lower row, respectively. Enter the total years and months of service in the parentheses on the right.
4. Place of work: Enter the name of the workplace.
5. Job specifications: Enter the details of the job in which the applicant was employed as specifically as possible.
6. Teacher's certificate: Depending on whether the job in which the applicant was employed required a teacher's certificate or not, black out either of the squares for the answers "Required" and "Not required."
7. Subject instruction: Depending on whether the job in which the applicant was employed required subject instruction or not, black out either of the squares for the answers "Required" and "Not required."
8. Working pattern: Depending on whether the applicant worked full-time or part-time, black out either of the squares for the answers "Full-time" and "Part-time." If the applicant worked part-time, enter how many hours a week he/she worked in the parentheses.
9. Enter the date when this Certificate of Employment was certified.
10. Enter the name of the company or organization of the employer.
11. Enter the job title and name of the employer, and affix the official or personal seal of the person who is certifying this certificate next to the name.

If it is difficult to affix the official or personal seal of the person who is certifying this certificate because the applicant worked abroad, the signature of the relevant person is acceptable.

### (Note)

- If the applicant worked in different working conditions, including full-time work and part-time work, during the length of service described above, please enter the period of work and working patterns.

(別紙様式1)

## 在 職 証 明 書

① 氏 名

② (昭和・平成 年 月 日生)

③ 勤務期間	自 昭和・平成 年 月 日 ( 年 月) 至 昭和・平成 年 月 日
④ 勤務場所	
⑤ 職務内容	
⑧	教員免許 <input type="checkbox"/> 必要 <input type="checkbox"/> 不要 教科指導 <input type="checkbox"/> 有 <input type="checkbox"/> 無
⑥ ⑦	
⑨ 勤務態様	<input type="checkbox"/> 常勤 <input type="checkbox"/> 非常勤 (週当り 時間)

上記のとおり相違ないことを証明します。

平成 年 月 日

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注) 職務内容は、できるだけ具体的に記入してください。

なお、勤務期間の一部に常勤、非常勤等勤務態様の異なる期間がある場合は、その期間及び勤務態様を記入してください。