

Declaration of Employment (How to fill out the form)

A Declaration of Employment should be prepared and submitted if you have difficulty submitting a Certificate of Employment certified by your employer or if you are self-employed. However, if your work experience can be verified through a Certificate of Work Experience or a Certificate of Employment, you do not need to submit a Declaration of Employment.

When submitting a Declaration of Employment, please attach a document, including a record of joining employment insurance or social insurance, by which your employment can be objectively confirmed.

If you cannot attach a document objectively confirming your employment, it must be confirmed by approximately three persons who are not your relatives, in principle.

1. Name: Enter the applicant's name and affix his/her seal.
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. Name of the company or organization where the applicant worked: Enter the name of the company or organization where the applicant worked.
5. Job specifications: Enter the details of the job in which the applicant was employed as specifically as possible. Moreover, enter whether the job in which the applicant was employed required a teacher's certificate or whether it required subject instruction.
6. 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.
7. Reason why a Certificate of Employment cannot be issued: Enter the reason why the applicant's work experience cannot be verified through a Certificate of Employment. For instance, the company where he/she worked went bankrupt and no longer exists.
8. Confirmation of the fact that the applicant held a job: Enter the date when this document was prepared by the person who is confirming that the applicant held a job in the upper row. Enter the relationship between the applicant and the person who is confirming that the applicant held a job (his/her former superior or colleague, etc.) in the parentheses in the lower row, and then enter the name of the relevant person. The personal seal of the relevant person should also be affixed next to the name.

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

(別紙様式2)

在 職 申 告 書

① 氏 名 ㊟
② (昭和・平成 年 月 日生)

③ 在 職 期 間	自 昭和・平成 年 月 日 (年 月) 至 昭和・平成 年 月 日
在職していた会社名等	④
職務内容	⑤
勤務態様	⑥ <input type="checkbox"/> 常 勤 <input type="checkbox"/> 非常勤 (週当たり 時間)
在職証明がとれない事由	⑦
在職事実の確認	⑧ 確認年月日 平成 年 月 日 確認者 () ㊟

(注) 1 職務内容は、できるだけ具体的に記入すること。

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すること。

2 在職していたことを客観的に確認することができる資料を可能な限り添付すること

3 表中「確認者」とは、在職していた会社等の上司又は同僚等（複数の者）で添付資料等により在職していたことが確認できる者をいい、「()」内には、本人との関係（例えば元会社の上司、同僚・知人など）を記入すること。