

Key Verification Points for the Certificate of Employment

If there are deficiencies in your certificate of employment, it may be rejected. Parents/guardians must use the checklist below to verify that the document is complete and correct before applying, since documents submitted will not be returned.

- ☐ The certification date is within three months prior to the date of application. (If you are applying to the first round of April admissions or submitting a current status report for certification of education/childcare benefits, however, certificates issued on August 1 or later are accepted.)
- ☐ Employer information such as the company name and representative name is correct.
- ☐ For No. 2: Parent/guardian name and date of birth are correct.
- ☐ For No. 3: Please put a check mark (☑) in either the “Fixed” or “Not Fixed” box for the employment period (or planned employment period), and indicate the period. For fixed-term employment, please write the end date (the end date must be on or after the scheduled admission date). If the listed end date is before the scheduled admission date, the answer for “No. 14: Contract renewal” must be “Yes” or “Yes (planned)”.
- ☐ For No. 5: Please put a check mark (☑) in one of boxes for employment type.
- ☐ For No. 6: If you have fixed working hours, please mark all workdays of the week with a check mark (☑), and write the total hours (including break times) and the number of workdays. Please also write your work hours for weekdays, Saturdays and Sundays/holidays (including break times).
- ☐ For No. 6: If you have flexible working hours, please put a check mark (☑) in either the “Monthly” or “Weekly” box for the total hours, and write the total hours (including break times). Please put a check mark (☑) in either the “Monthly” or “Weekly” box for the number of workdays, and write the number of workdays. Please also write your main work hours/shift times (including break times).
- ☐ For No. 7: Please write your work record for the past three months based on your actual work months, not the months of payment. If there is no record because you have not started work yet or just started working recently, please write the expected number of workdays.
- ☐ If you have no work record for the most recent three-month period due to taking prenatal/postnatal leave, childcare leave or the like, write your work record prior to taking leave in “No. 7: Work record.” Record your leave status in Nos. 8, 9 and 10.
- ☐ If you took consecutive leave periods prior to the leave periods listed in Nos. 8, 9 and 10 (i.e., prenatal/postnatal leave and childcare leave for your older child), please note this in the remarks section.
- ☐ For No. 12: If you are using a reduced working hour system for childcare, please indicate the applicable period and working hours, and enter the number of workdays per month and total monthly working hours after the reduction in No. 18: Remarks.
- ☐ For No. 13: If you currently work as a nursery or kindergarten teacher, put a check mark (☑) in the “Yes” box for “Work status as childcare worker, etc.”
- ☐ Any corrections on the certificate must bear a correction stamp or signature of the representative of your place of employment who made the correction. Do not use correction fluid or the like.

Inquiries: Childcare Support Section, Children and Family Affairs Department, Musashino City
Tel: 0422-60-1854 (direct line)