

**WRITTEN EXPLANATION OF IMPORTANT MATTERS RELATING TO TREATMENT  
DURING THE PERIOD OF THE TECHNICAL INTERN TRAINING**

To: \_\_\_\_\_

I hereby explain the treatment given to technical intern trainees during the period of the technical intern training as given below. Since the contents are important, we ask that you take time to fully understand each section.

1. Treatment during the post-entry lectures

1. Lectures allowance (per month)	① Payment of an allowance	<input type="checkbox"/> Yes (Allowance amount / details of the allowance: _____ ) <input type="checkbox"/> No
	② Remarks	
2. Food allowance (per month)	① Payment of an allowance	<input type="checkbox"/> Yes (Details of the allowance: _____ ) <input type="checkbox"/> No
	② Expenses to be paid by the technical intern trainee	<input type="checkbox"/> Yes (Details of expenses: _____ ) <input type="checkbox"/> No
	③ Remarks	
3. Accommodation allowance (per month)	① Payment of an allowance	<input type="checkbox"/> Yes (Details of the allowance: _____ ) <input type="checkbox"/> No
	② Expenses to be paid by the technical intern trainee	<input type="checkbox"/> Yes (Details of expenses: _____ ) <input type="checkbox"/> No
	③ Type of accommodation	Dormitory (boarding) / Rented housing / Others ( _____ )
	④ Name of accommodation	
	⑤ Address	Postal code _____ - _____ (Tel.: _____ - _____ )
	⑥ Size	Square meters ( _____ m <sup>2</sup> ), capacity (no. of persons: _____ ), room size per person ( _____ m <sup>2</sup> )
4. Others		

Notes.

Section 4. Give a description if there are any special details such as an allowance other than those listed in Sections 1 to 3.

2. Treatment during the technical intern training

1. Period of employment contract	As given in the attached “Written Employment Conditions”	
2. Place of employment (technical intern training)	As given in the attached “Written Employment Conditions”	
3. Contents of work to be engaged in (occupation and operations)	As given in the attached “Written Employment Conditions”	
4. Work hours, etc.	As given in the attached “Written Employment Conditions”	
5. Holidays	As given in the attached “Written Employment Conditions”	
6. Vacation	As given in the attached “Written Employment Conditions”	
7. Wages	As given in the attached “Written Employment Conditions”	
8. Matters concerning retirement	As given in the attached “Written Employment Conditions”	
9. Social insurance, labor insurance and other matters	As given in the attached “Written Employment Conditions”	
10. Accommodation facilities	① Type of accommodation	Dormitory (boarding) / Rented housing / Others ( )
	② Name of accommodation	
	③ Address	Postal code - (Tel.: - - )
	④ Size	Square meters ( m <sup>2</sup> ), capacity (no. of persons: ), room size per person ( m <sup>2</sup> )
	⑤ Amount to be paid by the technical intern trainee	
11. Others		

Notes.

1. Sections 1 to 9. Give an explanation based on the contents of the employment contract and written employment conditions entered into between the applicant (implementing organization) and the technical intern trainee.
2. Attach a floor plan and photographs, etc. of the facilities in order to clarify the details of the accommodation facilities in Section 10.
3. Section 11. Give a description if there are any special details other than those given in Sections 1 to 10.

I have given an explanation of the above contents.

Date:

Name of person giving the explanation:

*Seal*

(Connection to the applicant (implementing organization):

)

I hereby declare that I received an explanation on the above contents from the abovementioned person giving the explanation, and fully understand the contents.

Date:

Signature of the technical intern trainee \_\_\_\_\_



Notes.

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2. Attach a floor plan and photographs, etc. of the facilities in order to clarify the details of the accommodation facilities in Section 10.
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1. Treatment during the post-entry lectures

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	④ Name of accommodation	
	⑤ Address	Postal code _____ - _____ (Tel no.: _____ - _____ )
	⑥ Size	Square meters ( _____ m <sup>2</sup> ), capacity (no. of persons: _____ ), room size per person ( _____ m <sup>2</sup> )
4. Others		

Notes.

Section 4. Give a description if there are any special details such as an allowance other than those listed in Sections 1 to 3.

2. Treatment during the technical intern training

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	② Name	
	③ Address	Postal code - (Tel no.: - - )
	④ Size	Square meters ( m <sup>2</sup> ), capacity (no. of persons: ), room size per person ( m <sup>2</sup> )
	⑤ Provider	Supervising organization / implementing organization
	⑥ Amount to be paid by the technical intern trainee	
11. Others		

Notes.

- Sections 1 to 9. Give an explanation based on the contents of the employment contract and written employment conditions entered into between the applicant (implementing organization) and the technical intern trainee.
- Attach a floor plan and photographs, etc. of the facilities in order to clarify the details of the accommodation facilities in Section 10.
- Section 11. Give a description if there are any special details other than those given in Sections 1 to 10.

3. Changes in the training site

Changes in the training site are possible, except for cases where there are unavoidable circumstances, if the technical intern trainee wishes to engage in technical intern training (iii) having achieved the goal of technical intern training (ii) (passing the practical skills test of the Grade 3 Trade

Skills Test), and moreover, an excellent implementing organization of technical intern training or excellent supervising organization agrees to accept the technical intern trainee.

I have given an explanation of the above contents.

Date:

Name of person giving the explanation:

*Seal*

(Connection to the applicant (implementing organization): \_\_\_\_\_ )

I hereby declare that I received an explanation on the above contents from the abovementioned person giving the explanation, and fully understand the contents.

Date:

Signature of the technical intern trainee \_\_\_\_\_



	⑥ Amount to be paid by the technical intern trainee	
11. Others		

Notes.

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Signature of the technical intern trainee \_\_\_\_\_