分野参考様式第１５－６号

Specified Field Reference Form 15-6

特定自動車運送業準備雇用契約書

**EMPLOYMENT CONTRACT FOR SPECIFIED MOTOR VEHICLE TRANSPORTATION BUSINESS PREPARATION**

Organization of affiliation of the foreign national for specified motor vehicle transportation business preparation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_　　　　　　　　　 　　　　　　　　　　　　　(hereinafter referred to as “organization”)

Foreign national for specified motor vehicle transportation business preparation (including candidates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(hereinafter referred to as “specified skilled worker”)

This Employment Contract is hereby entered into in accordance with the contents described in the attached Written Employment Conditions.

This Employment Contract shall come into effect when the specified skilled worker entering Japan with the status of residence of “designated activities (specified motor vehicle transportation business preparation)” or changing his/her status of residence to the aforementioned status receives training and guidance (including receiving the training and guidance as provided for in Article 38, paragraph 1 and Article 39 of the Transportation Regulations on Passenger Motor Vehicle Transportation Business (Ordinance of the Ministry of Transport No. 44 of 1956); the special guidance as provided for in Article 38, paragraph 2 of the said Regulations; the guidance as provided for in Article 38, paragraph 5 of the said Regulations; and the aptitude assessment as provided for in Article 38, paragraph 2 of the said Regulations) or starts the activities of engaging in the work ancillary to the work requiring the skills for the motor vehicle transportation field or the activities of receiving driving lessons at a driving school to obtain a license as listed in Appendix No. 17 to Public Notice No. 55 for Designated Activities.

The period of the Employment Contract (beginning and end of the Employment Contract) stated in the Written Employment Conditions must be changed in accordance with the actual date of entry.

The Employment Contract shall be terminated when the period of the Employment Contract has expired without renewing the Employment Contract or when the specified skilled worker has lost his/her status of residence for any reason.

The Employment Contract and Written Employment Conditions shall be prepared in duplicate, and one copy shall be retained by each party.

　　　　　　　　　Entered into on DD/MM/YYYY

Organization　　　　　　　　　　　　　Seal

(Name of the organization of affiliation of the foreign national for specified motor vehicle transportation business preparation, and name, title and seal of its representative)

Foreign national for specified motor vehicle transportation business preparation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of foreign national for specified motor vehicle transportation business preparation)

分野参考様式第１５－７号

Specified Field Reference Form 15-7

雇用条件書

**WRITTEN EMPLOYMENT CONDITIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DD/MM/YYYY  To:  Name of the organization of affiliation of the foreign national for specified motor vehicle transportation business preparation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel. no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Representative’s name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Seal* | | | | |
| I．Period of the employment contract  　1. Period of the employment contract  　　（From: (DD/MM/YYY) to (DD/MM/YYYY)　　Scheduled date of entry: DD/MM/YYYY）  　2. Renewal of contract  □　The contract shall be automatically renewed　　　　　□　The contract may be renewed　　　 □　The contract is not renewable  　 　\*If the contract may be renewed, the renewal of the contract shall be determined by the following criteria.  □　Volume of work to be done at the time the term of contract expires　　　　□　Employee’s work record and work attitude  □　Employee’s capability to execute their tasks  □　Business performance of the company　　　　　　　　□　State of progress of the work done by the employee  □　Other (　　　　　　　　　　　　　　　　　　　)  3. Limit on contract renewal (No / Yes (Up to \_\_\_\_\_ times / Total contract period of up to \_\_\_\_\_ years))  [If the employee has executed a fixed-term employment contract with the same employer under the Labor Contracts Act, and the total contract period exceeds five years]  By requesting the employer to execute an employment contract with no fixed term (a non-fixed term employment contract) during the term of the fixed term employment contract, the employee may change his/her employment contract to a non-fixed term employment contract with effect from the day following the last day of the fixed term employment contract (DD/MM/YYYY). If this applies, will the working conditions in the non-fixed term employment contract be changed from those in the fixed-term employment contract? (No / Yes (as described in Attachment 2)) | | | | |
| II．Place of employment  □ Direct employment (fill in below)  \* State the office of the accepting organization.  Name of office 　　　　　　　　　　　　　　　　　 Address  Contact information | | (Extent of change) □ No possibility of change (If there is a possibility of change, provide details below.)  Name of office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| III．Contents of work to be engaged in:  (Immediately after hiring)  　1. Preparation to become a driver  　2. Work category (Select any of the following.)  　　□ Truck □ Taxi □ Bus | |  | | |
| IV．Working hours, etc.  　１．Start and finish times  　(1) Start time: ( : ) Finish time: ( : ) (Number of prescribed working hours in one day: ( ) hours ( ) minutes  　(2) 【If the following systems apply to the worker】  　　□　Irregular labor system： irregular labor system unit ( )  　　　\* If an irregular labor system is adopted, attach a copy of the yearly calendar in a language the specified skilled worker can fully understand, and a copy of the agreement on the irregular labor system submitted to the Labor Standards Inspection Office.  　　□　Work shift system using a combination of the following working hours  　　　Start time ( : ) Finishing time ( : ); Day applied ( 　　　 ); prescribed working hours for one day ( ) hours ( ) mins  Start time ( : ) Finishing time ( : ); Day applied (　　　　); prescribed working hours for one day ( ) hours ( ) mins  Start time ( : ) Finishing time ( : ); Day applied (　　　　); prescribed working hours for one day ( ) hours ( ) mins  　2. Break time　　( minutes)  　3. No. of prescribed working hours ① Week ( ) hours ( ) mins　② Month ( ) hours ( ) mins　③ Year ( ) hours ( ) mins  　4. No. of prescribed working days ① Week ( ) days　② Month ( ) days　③ Year ( ) days  　5. Overtime work　　　□　Yes　　　　□　No  　　　○ Details are stipulated in Article ( ), Article ( ) and Article ( ) of the Rules of Employment. | | | | |
| V．Days off  　1. Regular days off: Every ( ), national holidays, others ( ) (total number of annual days off: ( ) days  　2. Additional days off: ( ) days per week/month, others ( )  ○ Details are stipulated in Article ( ), Article ( ) of the Rules of Employment. | | | | |
| VI．Leave  　1. Annual paid leave Those working continuously for six months or more →　(　　　) days  　　　　　　　　　　Those working continuously for up to six months（□ Yes □ No）→ After a lapse of ( ) months and ( ) days  2. Other leave　　　Paid (　　　　　　　　　) Unpaid ( )  　3. Leave for temporary return home: If the specified skilled worker wishes to return home temporarily, he or she must be given necessary days off within the scope of the abovementioned 1 and 2.  　○ Details are stipulated in Article ( ), Article ( ) of the Rules of Employment. | | | | |
| VII．Wages | | | | |
|  | 1. Basic pay　　　□　Monthly wage (　　　　　yen)　　□　Daily wage (　　　　yen)　　□　Hourly wage (　　　　　yen)  　\* Details given in the attachment.  2. Various allowances (excluding additional pay rate for overtime)  　　　　　(　　　　　　　allowance，　　　　　　　allowance，　　　　　　　allowance)  　\* Details given in the attachment. | |  | |
| 3. Additional pay rate for overtime, holiday work or night work  　　(1) Overtime work:　Legal overtime 60 hours or less a month ( ) %  　　　　　　　　　　　Legal overtime over 60 hours a month (　　　 ) %  　　　　　　　　　　　Fixed overtime (　　　　　　) %  　　(2) Holiday work　　　　　Legal holiday work ( ) %，　　Non-legal holiday work ( ) %  　　(3) Night work　　　　　( ) %  　4. Closing day of payroll　　　□ ( ) of every month; ( ) of every month  　5. Pay day　　　□ ( ) of every month; ( ) of every month  　6.Method of wage payment　　□　Bank transfer　　　　□　Payment in yen (cash)  　7. Deduction from wages in accordance with labor-management agreement　　□　No　　　　□　Yes  　　\* Details given in the attachment.  　8. Wage raise　　　　　　□　Yes (Timing，amount, etc.　　　　　　　　　　　　　　　　　　　　　)　□　No  　9. Bonus　　　　　 　□　Yes (Timing amount, etc.　　　　　　　　　　　　　　　　　　　　　　)　□　No  　10．Retirement allowance　　　　　□　Yes (Timing, amount, etc. ) 　　　　　　　　　　　□　No  　11. Leave allowance　　　　□　Yes (rate　　　　　　　　　　　　　　　　　　　　　　　　　　　　　) | | | | |
| VIII．Items concerning retirement  　1. Procedure for retirement for personal reasons (Notification should be made to the president or the factory foreman, etc. no less than ( ) days before retirement)  　2. Reasons and procedure for the dismissal  　　　In cases of dismissal, the specified skilled worker shall be dismissed through being given 30 days’ advance notice or at least 30 days of the average wage only when there are unavoidable reasons for the dismissal. In cases of dismissal based on a cause attributable to the fault of the specified skilled worker, there is the possibility of immediate dismissal without giving advance notice or the average wage being paid on approval being obtained from the Director of the Labor Standards Office Concerned.  Details are stipulated in Article ( ), Article ( ) of the Rules of Employment. | | | | |
| IX．Others  　１．Joining social insurance / employment insurance (□　Employees’ pension insurance，□　Health insurance，□　Employment insurance  □ Industrial accident insurance　□ National pension)  □　National health insurance　□　Others ( 　　　 )  ２．Health check at the time of hiring: Month ( ) Year ( )  　３．First regular health check: Month ( ) Year ( ) (every ( ) afterwards)  　4. Point of contact for matters concerning the improvement of employment management etc.  Name of department Name of person in charge (Contact information )  ５．If the specified skilled worker is unable to pay for the travel expenses to return to his or her home country after the termination of this contract, the organization shall pay for the travel expenses and take necessary measures to ensure smooth departure. | | | | |
| Recipient（signature） | | | |  |
| Any other matters shall be governed by the company’s Rules of Employment. Place and method of checking the Rules of Employment ( 　　 ) | | | |  |

分野参考様式１５－７　別紙１

Specified Field Reference Form 15-7　Attachment 1

賃金の支払

**PAYMENT OF WAGES**

１．Basic Wages

　　□　Monthly wage (　　　yen) □　Daily wage (　　　　yen) □　Hourly wage (　　　　yen)

\* Amount per hour in cases of monthly or daily wages (　　　　　　yen)

\* Amount per month in cases of daily or hourly wages (　　　　　　yen)

２．Amount and calculation method etc. for various allowances (excluding the additional pay rate for overtime)

(a) (　　　　　allowance　　　　　yen; Calculation method　　　　　　　　　　)

(b) (　　　　　allowance　　　　　yen; Calculation method　　　　　　　　　　)

(c) (　　　　　allowance　　　　　yen; Calculation method　　　　　　　　　　)

(d) (　　　　　allowance　　　　　yen; Calculation method　　　　　　　　　　)

[If the worker is entitled to fixed overtime pay]

(e) ( allowance yen

- Requirement for payment: An overtime allowance for \_\_\_\_\_\_\_\_\_\_ hours will be given regardless of whether the worker did overtime. The additional pay rate for overtime will be given for overtime exceeding \_\_\_\_\_\_\_\_\_\_ hours.)

３．Estimated payment per month (1+2)　　　　　 　　　approx.　　　　　　　　　yen (total)

４．Items to be deducted when paying wages

(a) Tax (approx. yen)

(b) Social insurance (approx. yen)

(c) Employment insurance (approx. yen)

(d) Food (approx. yen)

(e) Housing (approx. yen)

(f) Others (utility costs) (approx. yen)

(approx. yen)

(approx. yen)

(approx. yen)

(approx. yen)

(approx. yen)

Amount to be deducted　　approx.　　　　　　　　　yen (total)

5．Take-home pay (3 - 4)　　　　　　　　　　　approx.　　　　　　　　　yen (total)

\* Provided there is no absence from work, etc. and excluding additional pay, etc. for overtime work.

分野参考様式第１５－７号　別紙２（雇用条件書Ⅰ.で【労働契約法に定める同一の企業との間での通算契約期間が５年を超える有期雇用契約の締結の場合】で有を選択した場合）

Specified Field Reference Form 15-7, Attachment 2 (If the employee has executed a fixed-term employment contract with the same employer under the Labor Contracts Act, and the total contract period exceeds five years, and if your answer to the question in the Written Employment Conditions I is yes.)

雇用条件書

WRITTEN EMPLOYMENT CONDITIONS

The terms and conditions of an employment contract with no fixed term (a non-fixed term employment contract) that will come into effect if the employee requests the employer to execute the non-fixed term employment contract during the term of his/her fixed term employment contract are as follows:

|  |  |
| --- | --- |
| DD/MM/YYYY  To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of the organization of affiliation of the foreign national for specified motor vehicle transportation business preparation:\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel. no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Representative’s name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Seal* | |
| I. Period of the employment contract No fixed term | |
| II. Place of employment  □ Direct employment (fill in below)  (Immediately after hiring)  Name of office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Extent of change) □ No possibility of change (If there is a possibility of change, provide details below.)  Name of office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| III. Contents of work to be engaged in:  (Immediately after hiring)  1. Preparation to become a driver  　2. Work category (Select any of the following.)  　　□ Truck □ Taxi □ Bus |  |
| IV. Working hours, etc.  1. Start and finish times  (1) Start time: ( : ) Finish time: ( : ) (Number of prescribed working hours in one day: ( ) hours ( ) minutes)  (2) [If the following systems apply to the worker]  □ Irregular labor system: irregular labor system unit ( )  \* If an irregular labor system is adopted, attach a copy of the yearly calendar in a language the specified skilled worker can fully understand, and a copy of the agreement on the irregular labor system submitted to the Labor Standards Inspection Office.  　　□　Work shift system using a combination of the following working hours  　　　Start time ( : ) Finishing time ( : ); Day applied ( 　　　 ); prescribed working hours for one day ( ) hours ( ) mins  Start time ( : ) Finishing time ( : ); Day applied (　　　　); prescribed working hours for one day ( ) hours ( ) mins  Start time ( : ) Finishing time ( : ); Day applied (　　　　); prescribed working hours for one day ( ) hours ( ) mins  2. Break time ( minutes)  3. No. of prescribed working hours  Week ( ) hours ( ) mins  Month ( ) hours ( ) mins  Year ( ) hours ( ) mins  4. No. of prescribed working days  Week ( ) days  Month ( ) days  Year ( ) days  5. Overtime work □ Yes □ No  ○ Details are stipulated in Article ( ), Article ( ) and Article ( ) of the Rules of Employment. | |
| V．Days off  　1. Regular days off: Every ( ), national holidays, others ( ) (total number of annual days off: ( ) days  　2. Additional days off: ( ) days per week/month, others ( )  ○ Details are stipulated in Article ( ), Article ( ) of the Rules of Employment. | |
| VI. Leave  1. Annual paid leave Those working continuously for six months or more → ( ) days  Those working continuously for up to six months (□ Yes □ No) → After a lapse of ( ) months and ( ) days  2. Other leave Paid ( ) Unpaid ( )  3. Leave for temporary return home: If the specified skilled worker wishes to return home temporarily, he or she must be given necessary days off within the scope of the abovementioned 1 and 2.  ○ Details are stipulated in Article ( ), Article ( ) of the Rules of Employment. | |
| VII. Wages   |  |  |  | | --- | --- | --- | |  | 1. Basic pay □ Monthly wage ( yen) □ Daily wage ( yen) □ Hourly wage ( yen)  \* Details given in the attachment.  2. Various allowances (excluding additional pay rate for overtime)  ( allowance, allowance, allowance)  \* Details given in the attachment. |  |   3. Additional pay rate for overtime, holiday work or night work  (1) Overtime work: Legal overtime 60 hours or less a month ( ) %  Legal overtime over 60 hours a month ( ) %  Fixed overtime ( ) %  (2) Holiday work Legal holiday work ( ) %, Non-legal holiday work ( ) %  (3) Night work ( ) %  4. Closing day of payroll □ ( ) of every month; □ ( ) of every month  5. Pay day □ ( ) of every month; □ ( ) of every month  6. Method of wage payment □ Bank transfer □ Payment in yen (cash)  7. Deduction from wages in accordance with labor-management agreement □ No □ Yes  \* Details given in the attachment.  8. Wage raise □ Yes (Timing, amount, etc. ) □ No  9. Bonus □ Yes (Timing amount, etc. ) □ No  10. Retirement allowance □ Yes (Timing, amount, etc. ) □ No  11. Leave allowance □ Yes (rate ) | |
| VIII. Items concerning retirement  1. Procedure for retirement for personal reasons (Notification should be made to the president or the factory foreman, etc. no less than ( ) days before retirement)  2. Reasons and procedure for the dismissal  In cases of dismissal, the specified skilled worker shall be dismissed through being given 30 days’ advance notice or at least 30 days of the average wage only when there are unavoidable reasons for the dismissal. In cases of dismissal based on a cause attributable to the fault of the specified skilled worker, there is the possibility of immediate dismissal without giving advance notice or the average wage being paid on approval being obtained from the Director of the Labor Standards Office Concerned.  ○ Details are stipulated in Article ( ), Article ( ) of the Rules of Employment. | |
| IX. Others  1. Joining social insurance / employment insurance (□ Employees’ pension insurance, □ Health insurance, □ Employment insurance  □ Industrial accident insurance, □ National pension, □ National health insurance, □ Others ( ))  2. Health check at the time of hiring: Month ( ) Year ( )  3. First regular health check: Month ( ) Year ( ) (every ( ) afterwards)  4. Point of contact for matters concerning the improvement of employment management etc.  Name of department Name of person in charge (Contact information )  5. If the specified skilled worker is unable to pay for the travel expenses to return to his or her home country after the termination of this contract, the organization shall pay for the travel expenses and take necessary measures to ensure smooth departure. | |
| Any other matters shall be governed by the company’s Rules of Employment. Place and method of checking the Rules of Employment ( ) | |

分野参考様式第１５－９号

Specified Field Reference Form 15-9

雇用の経緯に係る説明書

Explanation of Employment Background

特定自動車運送業準備外国人　　　　　　　　　　　　　　　との間で特定自動車運送業準備雇用契約を締結するに当たっての雇用の経緯は以下のとおりです。

Regarding the conclusion of the employment contract for specified motor vehicle transportation business preparation with the relevant foreign national \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the employment background is as follows.

１　職業紹介事業者（国内）

Employment placement business provider (in Japan)

|  |  |  |  |
| --- | --- | --- | --- |
| １ あっせんの有無  Use of an employment placement service i | □　有　　　　　　　　　　　□　無  Yes No | | |
| ２ 許可・届出受理番号  （受理受付年月日）  Acceptance No. for approval and notification  (Date of acceptance and receipt) | －　－　　　　　　（ 　 　年　　 月　　 日）  －　－　　　　　　（　DD　　　/MM　　　 /YYYY　　） | | |
| ３ 職業紹介事業者の区分  Category of the employment placement business provider | □　有料職業紹介事業者  □ Fee-charging employment placement business provider  □　無料職業紹介事業者  □ Free employment placement business provider | | |
| ４ 職業紹介事業者の氏名  Name of the employment placement business provider |  | | |
| ５ 職業紹介事業者の住所  （電話番号）  Address of the employment placement business provider  (Telephone number) | 〒　　　 －  （電話番号　　　－　　　　－　　　　）  （Telephone number　　　－　　　－　　　　） | | |
| ６ 職業紹介事業者へ支払った費用  Expenses paid to the employment placement business provider | 求職者  （申請人）  Job seeker  (the applicant) | 額  Amount | （　　　　　　　　　円）　　　（　　　　　　　　 yen） |
| 名目  Description | として  For payment of |
| 求人者  （特定自動車運送業準備所属機関）  Job offeror  (Organization of affiliation of the foreign national for specified motor vehicle transportation business preparation) | 額  Amount | （　　　　　　　　　円）　　　（　　　　　　　　 yen） |
| 名目  Description | として  For payment of |

（注意）

(Notes)

１ １欄で無にチェックを付した場合には，２以下の欄の記載は不要とする。

If you ticked “No” in section 1, you do not need to fill out sections below section 2.

２ ２から５欄までは，厚生労働省職業安定局ホームページの「人材サービス総合サイト」を活用し，当該職業紹介事業者についての該当する情報を記入すること。また，併せて当該情報が掲載されている画面の写しを添付すること。

Fill in the relevant information for the applicable employment placement business provider in sections 2, 3, 4, and 5, using the “Comprehensive Human Resource Services Website” which is operated by the Employment Security Bureau of the Ministry of Health, Labour and Welfare. Furthermore, attach a copy of the screen on which the information in question is posted.

３ ６欄は，求職者及び求人者が職業紹介事業者に支払った額及び名目について記載すること。なお，求職者が日本円以外で費用を支払った場合は，当該通貨で支払った額及び日本円に換算した額を記載すること。

Fill in the amount and description of the money paid by the job seeker and job offeror to the employment placement business provider in section 6. Please note that if the job seeker paid the expense in a currency other than yen, you must state the amount paid in the local currency, as well as that amount converted to yen.

４ 職業紹介事業者との間で交わした契約書があれば，その写しを添付すること。

If you have a written contract exchanged with the employment placement business provider, please attach a copy of it.

２　取次機関（国外）（１で有にチェックを付した場合のみ記載）

Agent organization (outside Japan) (Only those who ticked “Yes” in section 1 above need to fill in the form below)

|  |  |  |  |
| --- | --- | --- | --- |
| １ 取次ぎの有無  Use of service provided by the agent organization | □　有　　　　　　　　　　　□　無  Yes No | | |
| ２ 氏名又は名称  Name of the agent organization |  | | |
| ３ 所在国  Country where the agent organization is located |  | | |
| ４ 所在地  Address of the agent organization | （電話番号　　　－　　　　－　　　　）  （Telephone number　　　－　　　　－　　　） | | |
| ５ 取次機関へ支払った費用  Expenses paid to the agent organization | 求職者  （申請人）  Job seeker  (the applicant) | 額  Amount | （　　　　　　　　　円）　　　（　　　　　　　　 yen） |
| 名目  Description | として  For payment of |
| 求人者  （特定自動車運送業準備所属機関）  Job offeror  (Organization of affiliation of the foreign national for specified motor vehicle transportation business preparation) | 額  Amount | （　　　　　　　　　 円）  （　　　　　　　　　yen） |
| 名目  Description | として  For payment of |

（注意）

(Notes)

１ 取次機関とは，職業紹介事業者が求人者に求職者のあっせんを行うに際し，当該職業紹介事業主に対し求職者等に係る情報の取次ぎを行う者をいう。

The agent organization means the party that acts as the agent handling the job seeker’s information for the applicable employment placement business provider, in the case where the job offeror uses the employment placement service provided by the employment placement business provider to recruit the job seeker.

２ １欄で無にチェックを付した場合には，２以下の欄の記載は不要とする。

If you ticked “No” in section 1, you do not need to fill out sections below section 2.

３ ５欄は，求職者及び求人者が取次機関に支払った額及び名目について記載すること。なお，求職者及び求人者が日本円以外で費用を支払った場合は，当該通貨で支払った額及び日本円に換算した額を記載すること。

Fill in the amount and description of the money paid by the job seeker and job offeror to the agency organization in section 5. Please note that if the job seeker and job offeror paid their expenses in a currency other than yen, you must state the amount paid in the local currency, as well as that amount converted to yen.

４ 取次機関との間で交わした契約書があれば，その写しを添付すること。

If you have a written contract exchanged with the agency organization, please attach a copy of it.

３　事前ガイダンスの実施

Conducting of guidance in advance

|  |  |
| --- | --- |
| 特定自動車運送業準備外国人支援計画に定めるとおりに実施していることの有無  Is guidance being conducted according to the “Support Plan for Foreign Nationals for Specified Motor Vehicle Transportation Business Preparation?” | 有　・　無  Yes/No |

以上の１から３までの内容について相違ありません。なお，求職者（申請人）が在留資格「特定活動」の活動を行うことに関連して保証金，違約金の支払等の不適切な費用徴収がされていないことを本人から聞き取るなどして確認しています。

There are no discrepancies with regard to 1 to 3 above. Further, it has been confirmed by, for example, asking the person himself/herself that there has not been any inappropriate levying of fees such as a deposit or penalty payment on the job seeker (applicant) in connection with his/her activities related to the "designated activities" status of residence.

作成年月日：　　　　年　　　月　　　日

Prepared on DD /MM /YYYY

特定自動車運送業準備所属機関の氏名又は名称　

Name of the organization of affiliation of the foreign national for specified motor vehicle transportation business preparation

作成責任者の氏名及び役職

Name and title of the person 　　　　　　　　　　　　　　　　　　　　　　　l  
responsible for preparing this document

４　求職者（申請人）が自国等の機関に支払った費用

Fees paid by the job seeker (applicant) to organization in his/her country, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 支払先機関の名称Name of organization to which payment has been made | 名目  Name of item | 支払年月日  Date of payment | 支払金額  Amount paid |
| 1 |  |  | 年　月　日  mm/dd/yyyy | （　　　　　円）  (　　　　　yen) |
| 2 |  |  | 年　月　日  mm/dd/yyyy | （　　　　　円）  (　　　　　yen) |
| 3 |  |  | 年　月　日  mm/dd/yyyy | （　　　　　円）  (　　　　　yen) |
| 4 |  |  | 年　月　日  mm/dd/yyyy | （　　　　　円）  (　　　　　yen) |
| 5 |  |  | 年　月　日  mm/dd/yyyy | （　　　　　円）  (　　　　　yen) |
|  | | | | 計  （　　　　　円）  Total  (　　　　　yen) |

（注意）

(Notes)

１　自国等の機関は，特段対象を限定するものではなく，特定自動車運送業準備雇用契約の申込みの取次ぎ又は活動の準備に関与した全ての機関をいう。

The term "his/her country, etc." does not refer to particular institutions, but rather means institutions involved in accepting applications for employment contracts for specified motor vehicle transportation business preparation or in the preparation of activities, without limiting the scope of the subject matter in any particular way.

２　支払金額については，現地通貨又は米ドルで記載し，括弧書きで日本円に換算した金額を記載すること。

With regard to "Amount paid," write it in local currency or US dollars and write in the parenthesis the value converted into yen.

３　名目については，申請人に示した名目どおりに記載すること。

With regard to "Name of Item," write the name as expressed to the applicant.

特定自動車運送業準備雇用契約の申込みの取次ぎ又は在留資格「特定活動」に係る活動の準備に関して，自国等の機関に対し，上記の費用の額及び内訳について十分に理解した上で支払いました。また，上記の費用以外の費用については，徴収されていません。

I have paid the above fees with amounts and details as described above to organizations in my country, etc. with a full understanding of the amount and breakdown of the costs involved in acting as an agent for applications for employment contracts for specified motor vehicle transportation business preparation or in preparing for activities related to the "designated activities" status of residence. Furthermore, no other fees other than the above have been collected from me.

申請人の署名

Signature of the applicant