



In order to work and lead a safe and comfortable life in Japan, it is very important to know of Japanese labor and workplace habits and customs. Please take on the knowledge and information about work and training in this section (E), and lead a comfortable working lifestyle.

1 Job seeking

When you seek a job in Japan, it is necessary to have status of residence. First confirm your status of residence before seeking a place of work.

1-1 Seeking a job

(1) Employment situation in Japan

The biggest difference between customs in workplaces in Japan and those in other countries is that unfortunately, there are many cases where contracts are not exchanged. In terms of preventing problems before they occur, it is important to check working conditions carefully before you are employed.

Even in cases where contracts are not exchanged, it is desirable to have your employer clarify the working conditions and issue them to you in writing. In addition, it is important to make use of the Notice of Employment Conditions (rodo joken tsuchisho) created by the Ministry of Health, Labor and Welfare (available in eight languages: English, Portuguese, Spanish, Chinese, Korean, Tagalog, Indonesian and Vietnamese).



Sample	Notice of Employment 労働条件通知書																		
To: _____ 殿	Date: _____ 年月日 Company's name _____ 事業場名称 (ローマ字で記入) Company's address _____ 所在地 (ローマ字で記入) Telephone number _____ 電話番号 Employer's name _____ 使用者職氏名 (ローマ字で記入)																		
I. Term of employment 契約期間	Non-fixed, _____ Fixed (From _____ to _____) 期間の定めなし 期間の定めあり (年 月 日 ~ 年 月 日)																		
II. Place of employment 就業の場所																			
III. Contents of duties 従事すべき業務の内容																			
IV. Working hours, etc. 労働時間等	1. Opening and closing time: 始業・終業の時刻等 (1) Opening time (_____) Closing time (_____) 始業 (時 分) 終業 (時 分) [If the following systems apply to workers] [以下のような制度が労働者に適用される場合] (2) Irregular labor system, etc.: Depending on the following combination of duty hours as an irregular (_____) unit work or shift system. 変形労働時間制等: (_____) 単位の変形労働時間制・交代制として、次の勤務時間の組み合わせによる。 <table border="0" style="width: 100%;"> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">Opening time (_____)</td> <td style="padding-left: 20px;">Closing time (_____)</td> <td style="padding-left: 20px;">(Day applied: _____)</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">始業 (時 分)</td> <td style="padding-left: 20px;">終業 (時 分)</td> <td style="padding-left: 20px;">(適用日 _____)</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">Opening time (_____)</td> <td style="padding-left: 20px;">Closing time (_____)</td> <td style="padding-left: 20px;">(Day applied: _____)</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">始業 (時 分)</td> <td style="padding-left: 20px;">終業 (時 分)</td> <td style="padding-left: 20px;">(適用日 _____)</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">Opening time (_____)</td> <td style="padding-left: 20px;">Closing time (_____)</td> <td style="padding-left: 20px;">(Day applied: _____)</td> </tr> <tr> <td style="border-left: 1px solid black; padding-left: 5px;">始業 (時 分)</td> <td style="padding-left: 20px;">終業 (時 分)</td> <td style="padding-left: 20px;">(適用日 _____)</td> </tr> </table> (3) Flex time system: Workers determine opening and closing time. フレックスタイム制: 始業及び終業の時刻は労働者の決定に委ねる。 [However, flex time: (opening) from _____ to _____ ; (ただし、フレキシブルタイム (始業) 時 分から 時 分, (closing) from _____ to _____] (終業) 時 分から 時 分, Core time: from (opening) _____ to (closing) _____] コアタイム 時 分から 時 分) (4) System of deemed working hours outside workplace: Opening (_____) Closing (_____) 事業場外みなし労働時間制: 始業 (時 分) 終業 (時 分) (5) Discretionary labor system: As determined by workers based on opening (_____) closing (_____) 裁量労働制: 始業 (時 分) 終業 (時 分) を基本とし、労働者の決定に委ねる。 ○ Details are stipulated in Article (_____), Article (_____), Article (_____) of the Rules of Employment 詳細は、就業規則第 条~第 条、第 条~第 条、第 条~第 条	Opening time (_____)	Closing time (_____)	(Day applied: _____)	始業 (時 分)	終業 (時 分)	(適用日 _____)	Opening time (_____)	Closing time (_____)	(Day applied: _____)	始業 (時 分)	終業 (時 分)	(適用日 _____)	Opening time (_____)	Closing time (_____)	(Day applied: _____)	始業 (時 分)	終業 (時 分)	(適用日 _____)
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2. Rest period () minutes 休憩時間 () 分
3. Presence of overtime work (Yes: No:) 所定時間外労働の有無 (有 , 無)
V. Days off 休日 ・ Regular days off: Every (), national holidays, others () 定例日: 毎週 曜日、国民の祝日、その他 () ・ Additional days off: () days per week/month, others () 非定例日: 週・月当たり 日、その他 () ・ In the case of irregular labor system for each year: () days 1年単位の変形労働時間制の場合一年間 日 <input type="checkbox"/> Details are stipulated in Article (), Article (), Article () of the Rules of Employment 詳細は、就業規則第 条～第 条、第 条～第 条
VI. Leave 休暇 1. Annual paid leave: Those working continuously for 6 months or more, () days 年次有給休暇 6か月継続勤務した場合→ 日 Those working continuously up to 6 months, (Yes: No:) 継続勤務6か月以内の年次有給休暇 (有 , 無) → After a lapse of () months, () days か月経過で 日 2. Other leave: Paid ()) その他の休暇 有給 ()) Unpaid ()) 無給 ()) <input type="checkbox"/> Details are stipulated in Article (), Article (), Article () of the Rules of Employment 詳細は、就業規則 第 条～第 条、第 条～第 条
VII. Wages 賃金 1. Basic pay (a) Monthly wage () yen) (b) Daily wage () yen) 基本賃金 月給 (円) 日給 (円) (c) Hourly wage () yen) 時間給 (円) (d) Payment by job (Basic pay:) yen; Security pay:) yen) 出来高給 (基本単価 円、保障給 円) (e) Others () yen) その他 (円) (f) Wage ranking stipulated in the Rules of Employment 就業規則に規定されている賃金等級等 <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
2. Amount and calculation method for various allowances 諸手当の額及び計算方法 (a) () allowance:) yen; Calculation method:)) () 手当 円/ 計算方法:)) (b) () allowance:) yen; Calculation method:)) () 手当 円/ 計算方法:)) (c) () allowance:) yen; Calculation method:)) () 手当 円/ 計算方法:)) (d) () allowance:) yen; Calculation method:)) () 手当 円/ 計算方法:))

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3. Additional pay rate for overtime, holiday work or night work
所定時間外、休日又は深夜労働に対して支払われる割増賃金率

(a) Overtime work: Legal overtime ()% Fixed overtime ()%
所定時間外 法定超 ()%、 所定超 ()%、

(b) Holiday work: Legal holiday work ()% Non-legal holiday work ()%
休日 法定休日 ()%、 法定外休日 ()%、

(c) Night work ()%
深夜 ()%

4. Closing day of pay roll: () of every month; () of every month
賃金締切日 ()-毎月 日、()-毎月 日

5. Pay day: () of every month; () of every month
賃金支払日 ()-毎月 日、()-毎月 日

6. Method of wage payment ()
賃金の支払方法 ()

7. Deduction from wages in accordance with labor-management agreement: [No: Yes: ()]
労使協定に基づく賃金支払時の控除 (無, 有 ())

8. Wage raise: (Time, etc.)
昇給 (時期等)

9. Bonus: [Yes: (Time and amount, etc.)]; No:]
賞与 (有 (時期、金額等)), 無)

10. Retirement allowance: [Yes: (Time and amount, etc.)]; No:]
退職金 (有 (時期、金額等)), 無)

VIII. Items concerning retirement
退職に関する事項

1. Retirement age system [Yes: () old; No:]
定年制 (有 (歳), 無)

2. Procedure for retirement for personal reasons [Notification should be made no less than () days before the retirement.]
自己都合退職の手続 (退職する 日以上前に届け出ること)

3. Reasons and procedure for the dismissal:
解雇の事由及び手続

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○ Details are stipulated in Article (), Article (), Article () of the Rules of Employment
詳細は、就業規則第 条~第 条、第 条~第 条

IX. Others
その他

・ Joining social insurance [Employees' pension insurance; Health insurance; Employees' pension fund; other: ()]
社会保険の加入状況 (厚生年金 健康保険 厚生年金基金 その他 ())

・ Application of employment insurance: (Yes: No:)
雇用保険の適用 (有, 無)

・ Others
その他

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Employee (signature) _____
受け取り人 (署名)

Source: For Foreign Nationals Wishing to Work in Japan, Ministry of Health, Labour and Welfare

