

How to Write an Employment History Document

- Basic Point -

- ☆ You must correctly provide basic data such as the document title, your name, your age, and the date, etc. and affix your seal. If there are any qualification requirements, you must state your qualification in a concrete fashion.
- ☆ You should avoid using abbreviations or buzzwords only acceptable in specific fields.
- ☆ You must clarify the facts (your past experience) and your goals.
- ☆ You should briefly compile a summary of your experience, your goals, and the reason why you are interested in working for the company.
- ☆ You should make sure that there are no errors, omissions or incorrect conversions.

This document may be filed. You should leave a margin on the left-hand side.

Outline your employment history (locations and job contents) in chronological order.

職務経歴書

平成〇年〇月〇日
労働 花子 印
(28歳)

1. 希望職種
(1)販売(接客を始め、仕入れから売上管理までを希望)
(2)調査・企画・宣伝
(調査の仕事をしたことはありませんが、若者の流行や嗜好について常に情報収集してきました。この経験を活かせると思います。)

2. 職務経歴
(株)〇〇〇書店にて、8年間勤務
[会社概要]
事業内容 書籍・文具の販売、CD・ビデオのレンタル
年 商 5億6千万円 従業員数60人
事業所数 本店を含め5店舗 創業昭和3年4月
[経 歴]
平成3年4月 (株)〇〇〇入社 3ヶ月間本店売場で実習
レジ打ち、品だし、返品作業、伝票発行、接客を学ぶ
7月駅ビル店配属 雑誌部門を担当する
5年3月 同店でコミック・児童書を担当
・仕入れから陳列、在庫、売上管理まで任される。
・アルバイト、パートの指導役となる 6年5月 商工会主催のPOPセミナーを受講。以後店内POPを任される。
12月 全店部門別売上ベストになり表彰される。(コミック・児童書)
・新学期やクリスマス、バレンタイン等の催事企画を任される。7年10月 郊外型店舗 〇〇店オープンに伴い異動
・開店準備のメンバーとして活動
・コミック児童書を引き続き担当 8年3月 同店でCD・ビデオのレンタルを担当 現在に至る

3. 仕事を通して身につけてきた職業能力
(1)接客(販売員としてのマナーと言葉遣い)
(2)商品知識(コミック・雑誌・児童書・CD・ビデオ)
(3)若者の嗜好・流行についての情報
(4)催事企画
(5)POPデザイン(手書きのちらし・広告・ポスター作成)

4. 仕事への姿勢
(1)主に少年や若者を相手に接客してきましたが、相手の目線に立って親しみやすく節度をもった対応を心がけてきました。親御さんからも感謝されています。
(2)骨惜しみせず、自分から仕事をみつけ動くようにしています。

以上

※ http://www.hellowork.go.jp/html/into_1_s.html Employment history samples are available by job category.

3 The labour standard laws, etc. in Japan you need to be aware of.

Foreign nationals working in Japan are covered by the Labour Standards Act and other related laws. These laws prescribe the following provisions by which the employers are required to obey (excerption).

(1) Prohibition of discrimination against people based on their nationality

It is prohibited for an employer to discriminate against workers in terms of wage, working hours, and other working conditions because of their nationality, religion, or social status. (Article 3 of the Labour Standards Act)

(2) Clear indication of working conditions

In concluding a labour contract, the employer must clearly indicate wages, working hours, and other working conditions to the worker concerned. With regards to the major issues such as wages and working hours, and other matters that are subject to the specific instructions of the employer, it is necessary for the employer to issue a document (Notice of Employment, etc. (see Appendixes) clearly indicating such conditions. (Article 15 of the Labour Standards Act).

(3) Prohibition of forced labour, intermediary exploitation.

The employer must not force labour upon workers by acts of violence or intimidation against the latter's will. Unless authorized under the law, he must not make a profit by intervening as a business in the employment of others. (Articles 5 and 6 of the Labour Standards Act).

(4) Prohibition of a contract which describes the payment of a penalty damages, for non-fulfillment of a contract.

Making a contract which fixes in advance the payment of penalty or damages for non-fulfillment of a contract on a part of workers such as resignation before the completion of the contract period, etc. (Article 16 of the Labour Standards Act)

(5) Restrictions on the dismissal of workers who have been injured or are under medical treatment by an industrial accident.

In principle, dismissing a worker who has been injured or become sick in connection with his work and is absent from work in order to receive medical treatment is prohibited during such period of absence plus 30 days thereafter. (Article 19 of the Labour Standards Act)

(6) Advance notice of dismissal

In principle, in the case of dismissing his worker, the employer is required, to give the worker an advance notice of at least 30 days before dismissal. In case a dismissal notice is not given at least 30 days in advance of the date of dismissal, the employer must pay the average wages for, at a minimum, the number of days falling short of the 30-day dismissal notice allowance required by law. This shall not apply, however, in the case where the employer becomes unable to continue his business owing to uncontrollable circumstances such as natural calamities, etc., or where the employer dismisses the worker for reasons in which the worker is responsible for being dismissed.

In that case, the employer shall obtain approval for exemption from advance notice of dismissal, from Head of Labour Standards Inspection Office. (Articles 20 and 21 of the Labour Standards Act)

(7) Payment of wages

Wages must be paid to the worker in currency, directly, in full, at least once a month, and on a fixed date. However, statutory deductions for taxes, employment insurance, health insurance, as well as other deductions arising from labour-management agreements, such as union dues, etc. shall be deducted from the full payment. (Article 24 of the Labour Standards Act)

(8) Minimum wages

The employer must pay his worker wages which is not less favorable than the amount of minimum wages. (Article 5 of the Minimum Wages Act) The amount of minimum wages is fixed according to

region and industry of the work in each prefecture.

(9) Working hours, rest days

Employers must not have their employee(s) work more than 8 hours per day, 40 hours per week (for certain sizes and types of industry, 44 hours per week). (Article 32, 40 of the Labour Standards Act)

The employer must provide their employee(s) with a minimum of one rest-day per week, or four or more rest-days per four-week period. (Article 35 of the Labour Standards Act)

(10) Extra pay for overtime, work on rest days and midnight work

Should an employer have their employee(s) work in excess of the maximum statutory working hours permitted by law (in principle, 8 hours per day, 40 hours per week), or if an employer has their employee(s) work on stipulated statutory rest-days (one rest-day per week or four rest-days per four week period), the employer shall comply with certain procedures as stipulated by law. (Article 36 of the Labour Standards Act)

For work done in excess of the statutory working hours, extra pay shall be calculated at a rate of 25% or more of the payable wages during normal working hours or normal workday, and must be paid; for work on statutory rest days, at least 35%.

In addition, extra pay for work conducted during late-night hours (between 10 p.m. and 5 a.m.), shall be calculated at a rate of 25% or more of the wages payable for the normal working hours or normal workday. (Article 37 of the Labour Standards Act)

(11) Annual leave with pay

The employer must give annual leave with pay to workers who have been employed continuously for 6 months, and have worked for 80% or more of the whole working days. (The number of days of the annual leave depends on the duration of continuous employment. For the first year of employment, ten days will be given.) (Article 39 of the Labour Standards Act)

(12) Return of money and other goods

When a foreign worker dies or resigns, the employer shall pay the wages owed within seven days and return any money or articles in his/her ownership, as requested by the right holder. (The employer must not keep the passport or Alien Registration Certificate (Article 23, etc. of the Labour Standards Act).

(13) Industrial safety and health

In order to secure the safety and health of workers, employer must take measures to prevent dangers or health impairment to workers, such as providing industrial safety and health education (education, etc. at the time of hiring), and health examinations. (Article 59 and 66, etc. of Industrial Safety and Health Act)

In the following cases, please consult with the nearest Advisory Service for Foreign Workers (established in Inspection Divisions of Labour Standards Departments of major Labour Bureaus) or Labour Standards Inspection Offices.

For example,

- Unpaid wages
- Unpaid overtime benefits
- Dismissal due to absence resultant from injury incurred through on-the-job accident
- Sudden dismissal and non-payment of dismissal notice payment
- Lack of compensation for medical and leave expenses necessitated by workplace accident
- Lack of clear indication of working conditions such as wages and working hours upon signing labour contract
- Insufficient guarantee of workplace safety and health and risk of accident

Consultation on working conditions is available in foreign languages at the Advisory Services for Foreign Workers. (→ p.44)

4 When you resign from a company

In the case of resignation from enterprise, please pay attention to the following points.

(1) Resignation at worker's initiative

Commonly the rules of employment have provisions over resignation. It is advisable to read and confirm the content of the provisions and procedures of resignation in advance. Based on the Civil Code (Article 627), in cases where the labour contract does not fix the term of employment, the employee should tender a notice of resignation at least, in principle, two weeks in advance. If the employee is paid wages on a fixed timetable, the employee should in principle give notice during the first half of the current pay period of their intended resignation in or after the next period.

Even if you ask to be released "immediately", however, the employer may have difficulty in passing your work to another employee, or looking for a new employee, etc. It is better to talk over thoroughly the time of resignation, etc. with the employer.

(2) Dismissal by the employer

"Dismissal" means that a labour contract is brought to an end one-sidedly at the employer's initiative. In the case of dismissal, as mentioned in 3 (6) (Advance notice of dismissal), the employer is required to give the worker an advance notice of, in principle, at least 30 days before dismissal. In case a dismissal notice is not given at least 30 days in advance of the date of dismissal, the employer must pay the average wages for, at a minimum, the number of days falling short of the 30-day dismissal notice allowance required by law. (Articles 20, etc. and 21 of the Labour Standards Act)

Those who have been hired by an establishment in Japan and meet certain requirements will be covered by the Employment Insurance System. When such Insured person resigns from such establishment, he has to take the necessary procedures to obtain basic benefits

(1) Employment Insurance System

In Japan, the Employment Insurance System has been established. The system intends to secure the life and employment of the workers, promote re-employment, through allowing unemployment benefits. In principle, it is required that foreign workers (excluding foreign government employees and those certified as having been covered by the Unemployment Insurance System of any foreign country) be enrolled in the Employment Insurance System, with the exception of part-time and other employees who work less than 20 hours per week. When joining a company, a worker will be, regardless of his/her nationality (those who have no nationality will also be covered), insured, and will receive a certificate of the insured of employment insurance through his/her employer. If you are not enrolled in the System at the time you start working, please come visit PESO to discuss possible options.

(2) When you resign

When a worker becomes unemployed, he can in principle receive unemployment benefits, etc. for a certain prescribed number of days within 12 months counting from the day after resignation, subject to the following requirements.

- ① It is authorized that he is not insured any more due to resignation.
- ② He cannot start work in spite of his ability and intention.
- ③ In principle, the period covered by the employment insurance system is more than 12 months in total, within two years before his/her resignation. (However, when resignation is due to bankruptcy or dismissal, etc., the period may be more than six months in total within a year prior to resignation.)

After the resignation, bring the following items to the PESO of your district and apply for a job.

- ① Separation notice (provided by the employer after resignation, or demanded from the employer by the employee)
- ② The certificate of the insured of employment insurance
- ③ Seal (if you have one)
- ④ Certificates that show your address and age (registered identification card, etc.)
- ⑤ Two recent photographs (3 x 2.5 cm)
- ⑥ Bank book (passbook) of an account in the applicants name.

After applying for a job, and if you are entitled to obtain basic allowance, the next day for you to visit to the PESO will be appointed, and a “Qualified Recipients Identification Card” is issued. Please visit the PESO on the appointed day, and receive recognition of unemployment. When you obtain the recognition, you will be paid unemployment benefits.

When you receive recognition of unemployment, you must respond as to your status on the following five points on the “Application for Unemployment Recognition” and submit it to PESO.

- ① If you worked, took extra job, or have been employed by other establishment before receiving recognition of unemployment.
- ② In case for extra job, the days you worked and the amount you earned.
- ③ If you actively sought employment before receiving recognition of unemployment.
- ④ If you are in place to take up a job introduced by the PESO.
- ⑤ If you have accepted employment or started self-employment, or if you are planning to do either one.

You cannot obtain unemployment benefit for the initial 7 days of unemployment after you applied for a job (waiting period). In case you are dismissed for serious reasons imputable to yourself, or resign at your own initiative without sufficient reason, you will not be paid for 3 months after 7 days of waiting (Restrictions on benefits)

<For further information on the Employment Insurance System, please contact the nearest Public Employment Security Office (PESO) (→ 36p).>

Public Vocational Training

(1) Public Vocational Training

At public vocational development centers established in each prefecture, vocational training courses are available for displaced workers and career changers to acquire skills and knowledge that will help them find a new job. There is no participation or tuition fees for the courses (in some cases, you are required to pay the actual costs of textbooks or course materials). For participation in public vocational training courses, please inquire at the nearest PESO. It is possible to collect Employment Insurance benefits, etc. (basic allowance, training allowance, commuting allowance) while undergoing training. While undergoing training, it is also possible to extend the period of time for which you are eligible for Employment Insurance benefits, etc.

(2) Training and Education Benefits System

As part of the Employment Insurance system, expenses incurred for training courses during the training period may be partially refunded by the PESO when ordinary persons covered by the Employment Insurance (workers or those who have resigned) take any training courses designated by the Minister of Health, Labour and Welfare and such persons have been under the system for three years (or one year only for first-time trainees) or more as of the first day of the training course.

<For further information on Public Vocational Training, please contact the nearest Public Employment Security Office (PESO) .>

5 Other insurance Systems for workers

(1) Workmen's Accident Compensation Insurance System

According to the Workmen's Accident Compensation Insurance Act establishments employing worker are covered by the Workmen's Accident Compensation Insurance, in principle. Relevant insurance benefits shall be paid for injury, disease, physical handicap, death and so on to workers resulting from their work or commutation.

The details of insurance benefits provided by Workmen's Accident Compensation Insurance are as follows.

① Medical treatment benefits (medical compensation benefits)

This will be paid in case a worker undergoes medical treatment for an injury or disease from his work or during commutation.

② Absence benefits (non-duty compensation benefits)

This will be paid from the 4th day of the medical treatment in case a worker does not receive wages for not being able to work due to medical treatment stated in the above item ①.

③ Sick pension benefits (sick compensation benefits)

This will be paid when a worker is in a condition of handicapped 1 year and 6 months after he started to undergo medical treatment for an injury or disease from his work or during commutation.

④ Physical disability benefits (physical disability compensation benefits)

This will be paid according to the degree of physical disability in case a worker is disabled from work or during commutation despite of medical treatment.

⑤ Survivors benefits (survivors compensation benefits)

This will be paid to survivors in case a worker dies from his work or during commutation. Also, funeral allowance is paid to those who hold funeral for him.

⑥ Long-term care benefit (long-term care compensation)

This will be paid to the people under physical disability pension (compensation) program or sick pension (compensation) program, and is taken care constantly or on occasions, due to specified physical disability or disease.

⑦ Secondary medical check benefits, etc.

When a doctor determines, based on the results of the periodical medical check required under the Industrial Safety and Health Act that a worker has all of the following disorders: obesity, high blood pressure, high blood sugar level, and a high level of fat in the blood; the worker will be eligible to undergo either a secondary medical check or special health counseling (those who are found to have disorders of the brain or heart are not eligible).

<For further information on the Workmen's Accident Compensation Insurance System, please contact the Labour Standards Inspection Office.>

(2) Employees' Health Insurance System

As long as foreign nationals are regularly employed by a covered workplaces(*), the Health Insurance applies to them. So they are required to join in this system

By participating in the Health Insurance, the insured and their dependent family members will be paid medical benefits and allowances needed in case they receive medical treatment for a disease or injury. In addition, benefits are available in the event of a birth or a death.

If you are regularly employed by a workplaces covered by Employees' Health Insurance but are not insured under the Employees' Health Insurance plan or you forgot to bring your Health Insurance Certificate, all medical costs incurred must be borne by the person seeking medical assistance.

* This refers to cases where foreign nationals are employed by corporate workplaces and private workplaces with five or more employees for hours or days amounting to approximately three-quarters or more than those of other regular workers engaged in the same type of work.

(3) National Health Insurance System

Also, registered foreign nationals who are not covered by other public health insurance System and for whom the prescribed period of stay according to Immigration Control Act is one year or longer (and including foreign residents with a period of stay under one year who have a certificate from their employer or school stating that they will be in Japan more than one year), will be covered by National Health Insurance, in principle.

The National Health Insurance System assures you necessary medical benefits when you take medical treatment in case of disease or injury. Maternity and death benefits are also provided. Those who have not provided notification that they are covered by the System have to pay the full amount of medical expenses.

(4) Employees' Pension Insurance System, National Pension System

As long as foreign nationals are regularly employed by covered workplaces, the Employees' Pension Insurance System applies to them, so it is necessary for foreign nationals to participate in this System. On the other hand, those who live in Japan, even if they have no regular employment relations, are obliged to participate in the National Pension System.

By participating in the public pension systems, old-age pensions, disability pensions(or disability allowances), or survivor's pensions will be paid respectively, when you become old, suffer disability, or die.

Moreover, Lump-sum Withdrawal Payments shall be paid to those who have been participating in the public pension systems in Japan by filling applications after leaving Japan. The Lump-sum Withdrawal Payments will be paid in principle to those who meet all of the following conditions if an application is filed within 2 years after departure from Japan. The conditions for receiving the Lump-sum Withdrawal Payments:

- ① Persons who do not possess Japanese citizenship.
- ② Persons who have paid contributions to the Employees' Pension Insurance System or the National Pension System for 6 months or more.
- ③ Persons who do not live in Japan.
- ④ Persons who have never entitled to receive pension benefits(including disability allowances).

IMPORTANT NOTE:

If you have insured periods under the public pension Systems of a country other than Japan and if Japan and that country have concluded an agreement on social security including totalization provisions, you may be entitled to pension benefits corresponding to the insured periods under the legislation of each country on condition that you satisfy specific eligibility conditions under the agreement. However, once you receive the above-mentioned Lump-sum Withdrawal Payments, the Japanese insured periods which are used to calculate the amount of the benefit can not be used for totalization purposes under the agreement.

○ The country with which Japan has concluded agreements on social security including totalization provision.

Germany, U.S.A, Belgium, France

<For further information on Health Insurance System and the Pension Insurance System, please contact the nearest Social Insurance Office. For National Health Insurance System, please contact the local government office in your district.>