

For Foreign Nationals Wishing to Work in Japan

Ministry of Health, Labor and Welfare

Hello Work (Public Employment Security Offices)

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Introduction

The number of foreign nationals working in Japan has been increasing year after year. At the same time, many cases have emerged, where immigration to, and employment within Japan were obtained through illegal brokers, or conflicted with employers reported due to lack of knowledge concerning Labor Laws or work-life protocols in Japan. Furthermore, there are cases where foreigners have not joined Japan's social insurance systems, such that they and their families are unable to receive proper medical care when faced with disease symptoms.

In order for foreign nationals to be employed, and enjoy safe and comfortable lives in Japan, it is imperative that they grasp correct knowledge and information concerning laws and systems in Japan. In particular, those foreigners intending to come to Japan to work should collect sufficient information and prepare themselves in advance.

This booklet contains basic items for foreign nationals working, or wishing to work in Japan, so that proper identification of work, as well as proper employment conditions are promoted, and encouraged. Please utilize this booklet to properly and comfortably work in Japan, enhancing your lives in Japan, so that you may become accustomed to life in Japan and enjoy rewarding work experiences sooner rather than later.

1. Foreign Nationals who are permitted to work in Japan and those who are not

“The Immigration Control and Refugee Recognition Act” (hereinafter referred to as the “Immigration Control Act”) stipulates fundamental clauses for foreigners to enter and reside in Japan for purposes of working in the Country.

■ Residency status with permission(s) to work in Japan (*)

(1) Resident status under which foreigners are permitted to work regardless of industry or job type:

Under the Immigration Control Act, those who are assigned status of “permanent resident”, “spouse or children of Japanese national”, “spouse or children of permanent resident”, or “long term resident” are not restricted from being employed in Japan; therefore are free to engage in any type of work in Japan, and also free to change occupations, so long as doing so will not conflict with other laws and regulations in Japan.

(2) Resident status with eligibility to work under certain job-types, industries, and work activities

Those with resident status of: “professor”, “artist”, “religious activist”, “journalist”, “investor/business manager”, “legal/accounting professional”, “medical professional”, “researcher”, “educator”, “engineer”, “specialist in humanities & international acts”, “intra-company transferee”, “entertainer”, “skilled laborer” “skilled intern”, or those who are engaged in “designated activities” as designated by the Minister of Justice, such as those involved in working holiday programs or technical intern programs, are permitted to work in Japan, but under designated status.

Whenever foreign residents in above categories wish to engage in work activities outside of their status categories, operate businesses, or earn income, they are required to obtain prior permission from the local immigration office, or change the resident status of residence.

■ Residency status requiring special permission to work, in addition to current status

Those with resident status - “cultural activist”, “temporary visitor”, “university student”, “intern” or “dependent of a permitted worker” – are not permitted to operate income-generating businesses, nor to engage in income-earning activities; thus those with above status designation are not only prohibited from being employed, but also are not subject to job referrals at Hello Work.

Therefore, when those under above-mentioned resident status intend to work, they are required to obtain permission to engage in activities outside of designated status from local immigration office prior to engaging in such acts. Permission will be granted only if the amount and scope of such activities are deemed not hindering the original scope & designation of their resident status.

In principle, those granted the status of “university student” are allowed, at the port of entry, to immediately apply for permission to engage in ‘activities outside of designated status’. Those designated ‘university student’, who also attained holistic permissions to engage in outside-of-designation activities, are permitted to do so within the time limits indicated below. However, they are not permitted to become involved with any adult entertainment businesses.

□□ Maximum hours for part-time job by foreign students □□

Maximum hours per week	28 hours per week_
Maximum hours during University holidays	8 hours per day

■ Cases that are considered illegal work, and illegal residency

The following employment cases constitute violations of the Immigration Control Act, and are subject to deportation or criminal punishment:

- (1) In case a foreign national with a certain resident status – with work permits – engages in ‘outside-of-status’ activities, such as business operations, or other income earning activities without obtaining a permission to do so from appropriate authorities, or if a foreign national without such work permits engages in such acts, these are subject to criminal prosecution.
- (2) Residents remaining in Japan illegally – without proper resident status – are also subject to criminal prosecution, and are not permitted to work under any circumstances.

<For further information on status of residence, etc., please contact your local Regional Immigration Bureau. (→p37)>

■ When engaging in work categorized in residency status other than the current status, a change to residency status reflective of the actual work is required (*)

When a foreign national wants to engage in an occupational status other than the current status, he must attain an approval from the Minister of Justice to change the resident status accordingly. If he fails to receive such an approval, while operating a business yielding income or conducting activities earning compensation, then such activities are considered violation of Immigration Control Act, and subject to deportation or criminal punishment. This application for change of resident status should be conducted before termination of the residency status. Even applying for before the end of the statuses of residence period, unless such application is approved, the foreign national is not permitted to engage in activities in the range of statuses of residence which he now applies, although he can engage in the activities in a range of statuses of residence which he currently has. He who is engaged in such activities is considered to violate Immigration Control Act.

The procedure to change the status of residence is taken at the local Immigration Control Offices. He shall submit ‘foreigner residency change of status application’ or documents certifying the details and period of his activities in Japan, or documents certifying his identity.

Those who have the status of residence of “temporary visitor” are not permitted to change their status of residence, except in extraordinary and unavoidable circumstances.

■ Foreigners may not stay in Japan beyond pre-determined residency period. (*)

If a foreign national intends to continue his activities in Japan after the expiration of the residence period, he needs to attain – from Minister of Justice - a permission to renew his residency period. Procedures to renew the residency period must be executed prior to the end of resident status term.

If you stay in Japan after the expiration of the resident term without such permission, you are considered in violation of the Immigration Control Act, and subject to deportation or criminal punishment.

In case you intend to stay in Japan beyond prescribed residency period, you need to obtain a permission from Minister of Justice extending period of your residency; note that this extension permit application needs to take place prior to deadline of your residency period.

Staying beyond your pre-defined residency period is in breach of the Immigration Law, and you are subject to legal actions, and/or forceful deportation. For those having stayed longer than 6-months in Japan, an application to extend residency can be submitted starting 3-months prior to the end of current residency period at Regional Immigration Bureaus.

※Other Policies

Point-based Criteria for Highly Qualified Personnel

Point-based Criteria for Highly Qualified Personnel is intended to promote residency of highly qualified foreign personnel – within the current framework for Immigration – where points are awarded in accordance with the following criteria. Three classifications are defined as:「Higher Academic Research activities」, 「Higher Professional, Technical activities」,「Higher Business, Management activities」, and personnel who are qualified for these, in turn are awarded points based on his/her 「Academic Background」, 「Employment History」 and 「Income」; When total points reach a certain threshold, then a favorable treatment within Immigration framework is granted.

Classification	Definition	Point System
Higher Academic Research activities	Foreign researchers conducting research on fundamental sciences or advanced technologies.	Academic background, Employment history, and Income, as well as special credits – research accomplishments, qualifications, social status – are accumulated; those who achieve 70 points or higher are qualified for special consideration
Higher Professional, Technical activities	Those who can develop new products & technologies, identify new markets by utilizing specialized skills and knowledge.	
Higher Business, Management activities	Those who can support global expansion of Japanese companies, by utilizing practical experiences and engaging in business management.	

<Favorable treatment under current Immigration policies are available to those who are defined as ‘Highly Qualified Personnel’ according to above formula>

- Permission to hold several types of residency status
- 5-years of residency status, when qualified under this policy
- Favorable treatment when converting to permanent resident status
- Favorable treatment in evaluating Immigration and Residency applications
- Permission for a spouse to work in Japan
- Permission for parents to reside in Japan(certain requirements must be met)
- Permission for household helpers to reside in Japan(certain requirements must be met)

For details, please reference Ministry of Justice’s home-page
 「http://www.immi-moj.go.jp/newimmiact_3/index.html」

■ **Procedures to change residency status from ‘university student’ to another status allowing work, such as ‘technical personnel’ and ‘specialist in humanities & international service’**

Students enrolled in graduate schools, universities, colleges, and vocational colleges who possess the “university student” status of residence may change their residency status to “engineer”, “specialist in humanities/international service”, or another status that will allow for employment, provided (1) job duties of the new status are permissible under various residency status, and (2) the academic background of the student satisfies the requirements of the new status of residence.

The above is also applicable to graduates of specialized courses in vocational colleges, who also need to demonstrate (1) a title of “specialist”, and (2) the chosen occupation – and associated residency status – has relevancy with his specialized training.

If employment can not be attained prior to graduation, students may apply for ‘Specialized Activities’ residency status, which allow for continuation of job-search activities for up to a year (in principle, this residency status lasts for 6-months; however, this can be extended once, so, this is 1-year worth of extension at most)

In addition, under Immigration management & Refugee recognition Law – Article 7, clause 1-2, and within this framework chart, Section 1-4 indicating guidelines for visiting students, and applicable work - those who match the clause「/\」do not meet requisite academic background for resident status permissible for work, and therefore are not eligible to work.

However, in cases where the candidate has obtained a university (bachelor’s) degree equivalent prior to enrolling in these schools, or if the candidate possesses sufficient professional experiences as defined in the standard, change of the residency status to one that permits work can be completed, and employment attained.

Note) Immigration management & Refugee recognition Law – Article 7, clause 1-2, and within this framework chart, Section 1-4 indicating guidelines for university students, and applicable work – especially with respect to the lower part of ‘university student’ section:

— The applicant must meet one of the following criteria:

「イ」「ロ」(descriptions are skipped here)

「ハ」the applicant plans to enroll in one of following educational institutions in Japan: high school (with the exception of regular-hours enrollment, includes latter curriculum of middle (junior high) school; hereinafter, the same applies versus below requirements); higher education division of Specialized Support schools; higher-education or general division of Specialized schools; or institutions and programs that are equivalent to ones above in terms of curriculum and facilities.

<For further information on residency status, please contact the nearest Local Immigration Control Office. (→ p37)>

■ Various Registration Procedures

- (1) Those who hold residency status under the Immigration Law, and stay for medium-to-long term in Japan, while not fitting any of conditions ① to ⑥ below are classified as 'Medium-to-Long term Resident'.
- ① Residency status for '3-months or less' has been determined
 - ② Residency status for 'Short-term stay' has been determined
 - ③ Residency status for 「Diplomatic」or「Public」has been determined
 - ④ Residency status for「Specially-defined activities」the employees, and their families within Japan-based offices of Atoh Affiliation Association(Tapei economy & culture exchange)or Japan Representative Director of Palestine
 - ⑤ Those with permanent resident status
 - ⑥ Those without residency status
- (2) Medium-to-long term residents are issued new residency card(*indicating Medium-to-long term status*) whenever: a landing permit is given at the port of entry; Residency period is extended, or Residency status is changed at a Regional Immigration Bureau.
- Medium-to-long term residents, whenever they decide on an address, or change address in Japan, are required to register the new address with a local municipal authority within 14-days of such actions.
- Other changes to the contents of Medium-to-long term resident card must also be reported to Regional Immigration Bureau within a certain period of time.
- (3) Among Medium-to-long term residents, those holding: 'Professor', 'Investment, Business management', 'Legal, Accounting profession', 'Medical', 'Education', 'Intra Company Transfer', 'Technical internship', 'Visiting Scholar', or 'Training' residency status must report - change in name or address of affiliated organization, closure of affiliated organization, departure from affiliated organization, or transfer to a new affiliated organization - to Minister of Justice within 14-days of any of these actions occurring.
- Among Medium-to-long term residents, those holding: 'Researcher', 'Technologist', 'Specialist in Humanities, and International affairs', 'Entertainer(limited to those who are contracted with public or private organizations in Japan)'or「Skilled Worker」residency status must report - changes in name or address of contracted organization, closure of contracted organization, termination of a contract, or execution of a new contract - to Minister of Justice within 14-days of any of these actions occurring.
- Also, among Medium-to-long term residents holding 'Stay as family', 'Specially Defined Activities(ハ)', 'Spouse of Japanese national' or 'Spouse of Permanent resident' residency status, those spouses who were separated from respective spouses through death or divorce must report to Minister of Justice within 14-days of these events occurring.

<For further information on registration procedures, please contact the nearest Local Immigration Control Office. (→ p37)>

2. When seeking a job

■ When seeking a job in Japan, utilize 'Hello Work' (Public Employment Security Offices - 'PESO').

A Public Employment Security Office (hereinafter referred to as "PESO") provides foreign nationals with employment assistant services such as vocational counseling, and offering information concerning job postings, just as it would to Japanese nationals. There are 544 PESO offices located in major municipalities throughout Japan (including regional offices and branch offices). All offices are connected via an on-line system, enabling you to obtain job vacancy information from any PESO in Japan. Please visit a PESO nearby when you are seeking a job.

Information on job openings can also be obtained from the Hello Work website, where users can conduct searches for the latest job openings. The listings include not only basic information such the type of job, income level, and conditions of employment, but also the employer's name, location, and telephone number – in cases certain employers wish to share these data. This site can be viewed at the following URL: <http://www.hellowork.go.jp> address (this service is available in Japanese language only):

Those who don't feel comfortable communicating in Japanese can visit, and make use of certain of PESOs with language interpretation services. In addition, for visiting university students, and those possessing 'specialized technical skills', "Foreigner Employment Service Centers" in Tokyo, Nagoya & Osaka, as well as "Hello Work support center for New Graduates" in Fukuoka are available to assist with job-search activities. (→ p39)

For foreigner university students, "Foreigner Employment Service Centers" also provide personalized & specialized assistance in these instances.

Those visiting students not yet holding offers or those who feel unease with job-search activities in Japan may feel free to visit with "Foreigner Employment Service Centers" as well.

In case a "Foreigner Employment Service Center" is unavailable in your neighborhood, please utilize 'Student Employment Center', as well as 'Student Employment Councilor Desk' (provided in Japanese) (→ p40)

■ How to utilize PESO

PESO is open, in principle, from 8:30 a.m. to 5:15 p.m. (For those who can not visit PESO during regular hours on weekdays, certain of PESOs provide vocational counseling and placement services during evening hours on weekdays and on Saturdays.). A certain of PESOs have "Foreigner Employment Service Desk" where interpreters could help you. However, these interpreters are not always available, and maintain their own office-hours; these office-hours might be subject to change, so you are well-advised to inquire with PESO by phone whether an interpreter is available, or take your family member or a friend who is familiar with Japanese.

When you first visit PESO in search of a job, please register yourself at the "reception". You are required to fill out a predetermined "application form" to register yourself with PESO. As this form will be used for PESO to provide work-related advice and refer possible job opportunities to you, please ensure that the form is completed accurately. If there are any questions in writing this application, do not hesitate to ask the staff.

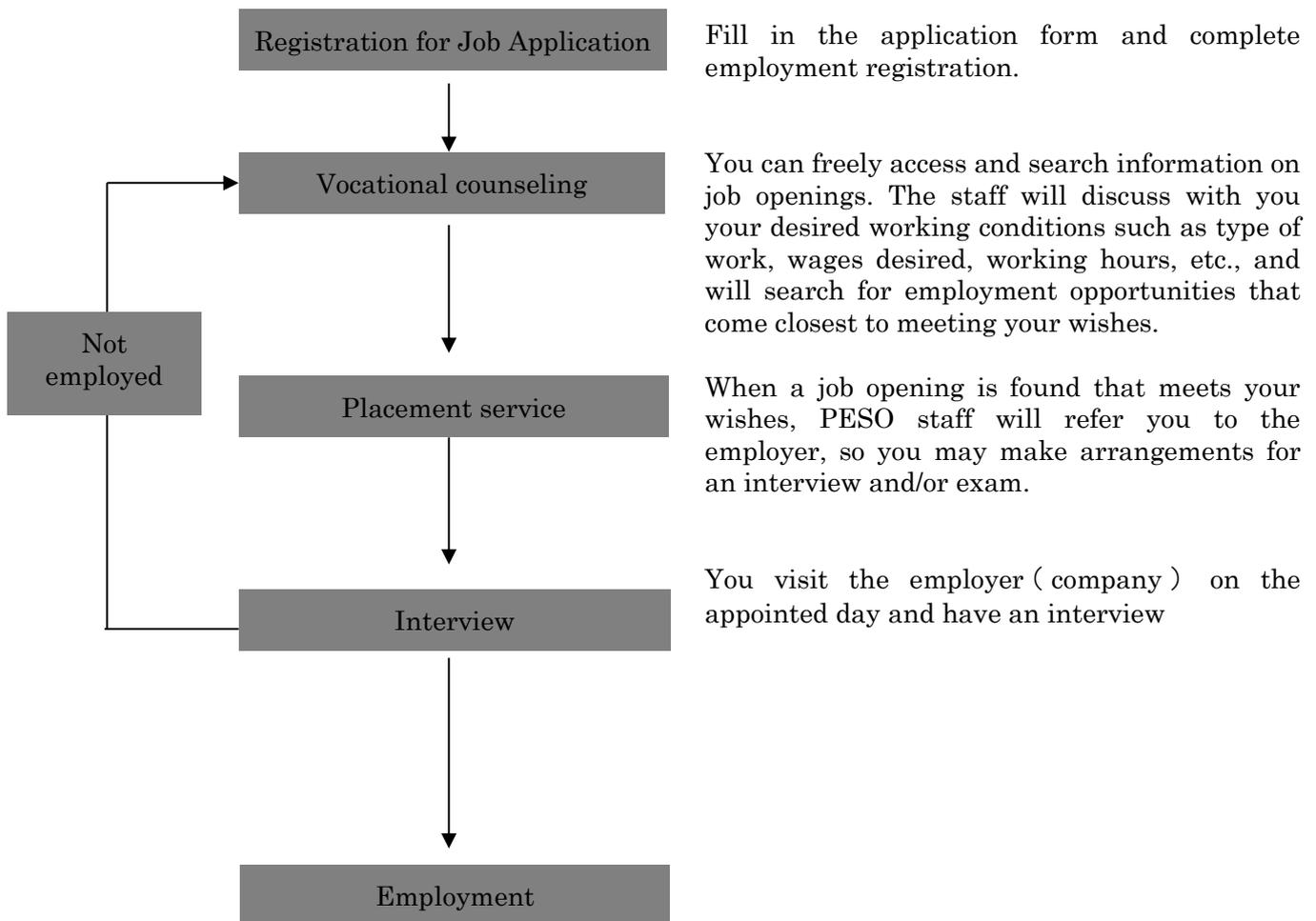
Based on the information you provide, the staff will discuss with you your future courses of employment, in light of factors such as your desired occupation, working conditions, etc. After registration, PESO will issue you a "PESO Card." By presenting this card on your subsequent visits, you may receive employment counseling at any of the PESOs in Japan, where PESO staff will help you gain re-employment taking into consideration your abilities (any qualifications or licenses you may have, your professional experience, etc.) and suitability for any given position.

Upon identifying a position that is suitable for you, the staff will make arrangements for you to attend an interview and/or exam with the employer in question. However, the opportunity may not be available for a number of reasons, e.g., the enterprise has already employed someone else.

The staff will need to confirm your residency status, as well as the term of residency; therefore, please bring with you both your Certificate of Alien Registration and Passport when initially registering at PESO. Please do not forget to bring these two documents with you.

When the date of interview is fixed, PESO will provide you with a “letter of introduction”. Make note of the date, hour and place of interview written on the letter. Some employers may ask you to bring other materials to the interview (such as your resume). Please inquire with the staff to confirm what (if any) additional documents you will need to prepare before your interview.

Procedures for applying for a job at PESO



フルタイムの求人の方

<Job-posting Number> PESO manages all information pertaining to any posting with this number, which is shared across multiple PESO offices, as well as online postings.

< Full-time > In addition to recruitment for 'formal employees' jobs which require similar working hours as formal employees are often indicated as 'full-time' jobs regardless of precise Employment status.
 < Part-time > Jobs requiring less working hours compared to 'formal employees' are often indicated as 'part-time' jobs.

<Wages including taxes> This number includes taxes. Note that from this amount, income taxes, and social benefit payments (such as Unemployment insurance; Health Insurance; Pension and Health assistance Insurance) are deducted, so the actual amount receivable in cash will be less than this amount.

<Wage Structure> there are several types of wage structures; < Monthly salary > Monthly payment amount is fixed regardless of absences from work; < Daily salary & Monthly salary combination > Monthly amount is fixed, but wages for absent days are deducted proportionately; < Daily salary > Monthly payment is calculated by multiplying daily salary times number of days present on the work; < Hourly wage > Payment amount is calculated by multiplying hourly wage times number of hours; < Annual compensation > Annual compensation amount is fixed, but monthly payments may vary. (Note) in many instances, employers may indicate 'Monthly salary', but in reality may be closer to 'Daily salary & Monthly salary combination'

< Job Description > This is one of the most important clauses on a job-posting. It's important to fully understand, and visualize what the job entails. If any difficulty in comprehending, please ask at PESO's counseling desk. PESO's counselors can telephone the employer in order to gain a better understanding about the job in question.

<Employment Status>
 ① 「Formal employee」
 ② 「Those other than a Formal employee」 Contractual employee, Sub-class employee & Specialist, for example
 ③ 「Registered dispatch workers」Those workers who register with Labor Dispatching service companies, and are contracted and dispatched out to client companies whenever jobs are available. At PESO, we only show those postings which indicate a client company to which workers will be dispatched.
 ④ 「Regular Dispatch Workers」Those workers who contract with Labor Dispatching companies regardless of availability of jobs at client companies.
Note: Full-timer is not always a regular salaried employee.:

< Business Description > < Unique aspect of this Company > Be sure to confirm not only job descriptions, and labor conditions, but also business description, as well as unique aspects of the company.

<< Commuting Allowance >>
 「Expenses incurred (No limit)」All expenses incurred for commuting will be reimbursed in full.
 「Expenses incurred (with limit)」Expenses incurred for commuting will be reimbursed, but with a certain upper limit in reimbursement payment.
 「No such allowance」There is no commuting allowance.

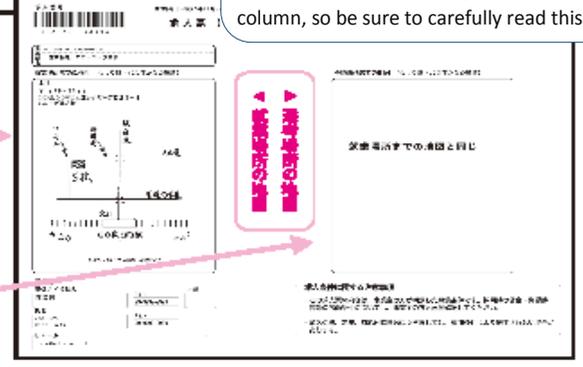
< Trial Period > Many companies set trial periods, where working conditions, including wages, during trial periods may vary. Please confirm carefully.

< Special Note to this Job-posting >
 < Other Considerations > Important notes, such as application procedures, and address to which documents should be sent are often indicated in this column, so be sure to carefully read this.

<< Salary raise, and Bonus >>
 'Salary raise' or 'Bonus' only indicate actual data from the past fiscal year, and are not guarantees of such rewards.

Maps for place of employment, as well as place of interview are shown on the back side of job-posting sheet.

When using 'touch-panel' based Job-posting search terminal, note that they are incapable of printing maps.



■ Interviews & Employment

Most companies will ask you to prepare, and bring a “resume” to the interview, where the document is instrumental in appealing yourself to potential employers. As such, in telling the truth about yourself, utmost care must be taken to complete the document in a neat, clear and easy-to-read manner. Standardized “resume” form is available at stationers. You must fill out the resume with black or blue pen or ballpoint pen.

Be careful not to be late for the interview. If an accident prevents you from arriving on time, you must call the person in charge of interview whose name is indicated on the “letter of introduction”. Also, if you need to cancel the interview, or change the date or hour, you must call and consult with this person.

After the interview, you might be accepted for the position in question, or not accepted. Even if you are accepted, you have a choice of declining the employment if certain conditions are not agreeable. In some cases, an employer might propose certain conditions that are less favorable compared to your ability and conditions that were indicated in the job application card. If you were to agree to be employed, you should re-confirm the working condition again with the employer.

If you happen to be declined by that employer, you can consult with PESO again. Please do not hesitate to visit us.

■ Be careful not to be victimized by illegal Job referral services or Worker dispatching services operating without proper permits.

In Japan, there are strict regulations as follows that define & control job referral, job placement, and worker dispatch services and activities:

(1) About recruiting workers

Employers are allowed to recruit workers through their own efforts or those of their employees, or by placing ads in newspapers, etc. An employer who intends to entrust brokers, instead of his/her own employees, to recruit workers must obtain permission from, or notify the Minister of Health, Labor and Welfare or the Director General of Prefectural Labor Bureau pursuant to the Employment Security Act.

(2) About job referral services

The Employment Security Act authorizes the operation of employment services under the permission of the Minister of Health, Labor and Welfare.

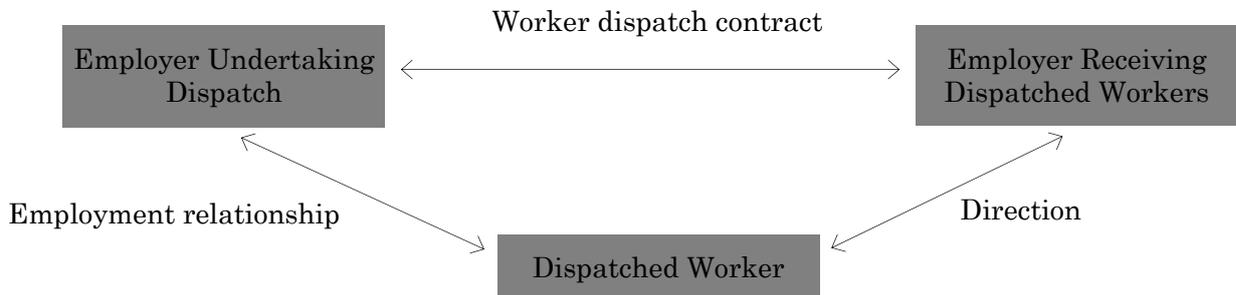
But the operation of fee-charging employment services concerning the harbor express and construction is not permitted.

(3) Prohibition of labor supply business

The Employment Security Act in principle prohibits labor supply services, which dispatch employees to work on behalf of other organizations for these organizations to direct & control these employees with the exception : labor unions may conduct labor supply services free of charge if under permission from the Minister of Health, Labor and Welfare.

(4) About worker dispatch services

The Worker Dispatching Act prescribes that an employer has to obtain the license from, or report to the Minister of Health, Labor and Welfare, when the employer dispatches a worker employed by the employer to be engaged in work for another person under the direction of that person. It is illegal to conduct worker dispatching services without proper license or report.



Under the Worker Dispatching Act, the following work categories are outside of this law, where worker dispatching services are prohibited: port and harbor transport work, construction work, security work, and healthcare-related work at hospitals, etc. (excluding cases where workers are dispatched for prospective placement regarding relevant work categories, where the relevant work consists of duties of workers taking maternity leave, childcare leave, or nursing leave, and doctors' work that dispatched workers undertake in isolated districts).

As Increasing number of foreign workers are employed in Japan, an increasing use of illegal brokers violating the Employment Security Act and the Worker Dispatching Act are occurring, where worker exploitation, such as exploitive intermediary(broker)fees, and sudden dismissal of foreign nationals are quite common. Furthermore, when such illegal brokers are arrested, foreign nationals who found work under them may have difficulty maintaining employment.

When seeking a job, you should be careful not to contact illegal brokers, but go through official channels, such as PESO, official fee-charging job referral services, or worker dispatching services.

When you would like to know whether job referral services, or worker dispatching services have proper authorization or license, please inquire with staff within Prefectural Labor Bureau.

■ How to Write a Resume

- Basic Point -

☆Resume will be your first point of contact with your prospective employer. In order to convey that you are sincerely seeking employment with the employer, it is vital that all of the information contained in the resume is accurate and that the resume is structured in an easy-to-understand manner.

☆You must write out your resume by hand. Use a black ballpoint pen and ensure that it is completed neatly. If you make an error, you must start again on a new sheet. Also, try to fill up all blank spaces on the resume as much as possible.

Date

Enter the date of the interview (or the date you mail the resume)

Photograph

Use a photo that has been taken within the last three months. Your photo should picture you from the chest up, facing straight forward. Align the photo correctly on the resume when pasting. Avoid using snapshots or instant photos.

Qualifications/Licenses

Enter qualifications and licenses in the order that you earned them – in full names. It is fine to mention qualifications and licenses that are seemingly not relevant to the position in question..

Current Address

Starting with the prefecture of your residence, enter your complete address including street address, and apartment number.

Educational History

Enter your complete educational background. Do not abbreviate any school names in any manner. For university education, be sure to include your program (faculty) and your major (specialty).

履歴書		19年10月1日現在	写真貼付位置																								
氏名	職安花子		写真貼付位置 1.縦 36~40 mm 横 24~30 mm 2.本人撮影時以上の 露出の割合を要す																								
生年月日	昭和45年11月1日生(新36歳)																										
住所	東京都杉並区公庵 1-2-3	〒1234-1234																									
学歴	<table border="1"> <thead> <tr> <th>年</th> <th>月</th> <th>学校・機関 (各別にまとめて書く)</th> </tr> </thead> <tbody> <tr> <td>昭和40</td> <td>3</td> <td>杉並区立〇〇中学校卒業</td> </tr> <tr> <td>昭和40</td> <td>4</td> <td>東京都立〇〇高等学校入学</td> </tr> <tr> <td>昭和43</td> <td>3</td> <td>同校卒業</td> </tr> </tbody> </table>			年	月	学校・機関 (各別にまとめて書く)	昭和40	3	杉並区立〇〇中学校卒業	昭和40	4	東京都立〇〇高等学校入学	昭和43	3	同校卒業												
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Employment History

Leaving one line blank following your educational history, begin entering your employment history. Do not abbreviate any employer or company names in any manner, and ensure that all information is correct. Include part-time or temporary employment in this category if these lasted for a significant length of time.

Statement of Purpose

Enter your reasons for applying for the job in question, making as specific an appeal as possible. This is the column that a prospective employer pays most attention.

Applicant Preferences

If you have a preferred position, a preferred work location, or any other such preferences, enter those here.

■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 recognizable only in specific fields.
- ☆You must clarify the facts (your past experience) and your goals.
- ☆You should briefly compile a summary of your experiences, your goals, and the reason for your interest in working for the company.
- ☆You should make sure that there are no errors, omissions or incorrect conversions.

<h3>職務経歴書</h3>		平成〇年〇月〇日 佐藤太郎 (090-1234-5678)
1 応募職種	企業向けカタログ・パンフレット関係の営業職	
2 最終学歴	平成〇年3月 〇〇学園〇〇デザイナーズスクール（広告デザイン科2年コース）卒業	
3 職務経歴	平成〇年4月 株式会社〇〇入社（本社〇〇市、従業員〇〇〇人） 【事業概要】 企業向けカタログ・パンフレット・帳票の作成・印刷	
平成〇年5月	〇〇営業所に配属 【職務内容】 主に本社のある〇〇市を中心に、企業へのカタログ作成の提案営業等を担当。企業を訪問し、プレゼンテーションを行い新規顧客の開拓、見積書の作成。デザイナーとの調整、製造工程管理、配送手配業務等まで担当。 【実績】 〇年目で当初の顧客数を〇〇社から〇〇社まで増やし、売上高の対前年度〇〇%増を達成。	
平成〇年〇月	〇〇営業所に転属 【職務内容】 〇〇営業所での実績を買われ、ライバル社の多い〇〇地域を管轄する〇〇営業所に転属。引き続き企業へのカタログ作成の提案営業等を担当。 【実績】 〇〇フェアを企画立案し、開催したところ、その後の営業活動が円滑に進み、〇年目で売上高の対前年度〇〇%増を達成。	
平成〇年〇月	実家の父が急逝し帰郷のため退職	
平成〇年〇月	有限会社〇〇印刷入社（本社〇〇市、従業員〇人） 【事業概要】 企業向けチラシの印刷 【職務内容】 スーパーマーケット等の売り出しチラシ印刷の受注営業 【実績】 チラシの緊急な印刷・配布を求める顧客が多かったことから、社内に提案して、受注後〇時間以内で印刷できる〇〇サービスを開始。〇年度に売上高の対前年度〇〇%増を達成。	
4 活かせる能力	デザインの基礎スキル デザイナーズスクールで広告デザインを学んだため、デザインの基礎スキルがあります。そのため営業先で顧客のニーズに応じた提案を行ったり、デザイナーの能力を引き出すことができます。なお、Illustrator、Photoshop、PowerPoint等の操作が可能です。 挑戦することが好き 何にでも新しいことに挑戦することが好きで、新しい顧客を開拓したり、目標売上高を達成することに燃えます。体力も自信があります。	
5 志望動機	私は、デザインが好きで、人と接することや物事に挑戦することが好きです。そのため企業向けカタログ・パンフレット関係の営業職は、自分の天職だと思っております。このたび、今以上にもっとデザインに関わりたい、固定顧客のみならず新しい顧客の開拓に挑戦したいと願い転職を希望しました。 このような中で、企業デザインのトータルコーディネートを企業に対して提案する貴社から求人募集が出されると知り、是非私も貴社の発展にお役に立ちたく思い応募しました。	

(注) 実際には上下左右に余白を十分とります。1枚におさまらない場合は複数枚でも差し支えありません。

※ https://www.hellowork.go.jp/member/career_doc01.html

Employment history samples are available by job category.

3. About the Labor Standards law, and related laws in Japan

■ The Labor Standards Law and related laws are applicable to foreign nationals working in Japan.

(1) Prohibition to discriminate against job candidates based on their nationality

Employers are prohibited from discriminating against workers in terms of wage, working hours, and other working conditions because of their nationality, religion, or social status. (Labor Standards Act – Article 3)

(2) Clear indication of working conditions

In concluding a labor contract, the employer must clearly indicate wages, working hours, and other working conditions to the worker concerned. With respect to major issues such as wages and working hours, and other matters that are subject to Ministry of Health, labor & Welfare guidelines, employers are required to issue a document (Notice of Employment, etc. (see Appendixes P34)) clearly indicating such conditions. (Labor Standards Act- Article 15).

(3) Prohibition of forced labor, and intermediary exploitation.

The employer must not force labor against workers' will by acts of violence or intimidation – both physical & mental – or by restricting the latter's physical movement. Also, the employer must not engage in job/worker brokerage activities that are potentially exploitative, unless authorized under the law. (Labor Standards Act- Articles 5 and 6).

(4) Prohibition of a contract stipulating payment of penalties, or payment for damages incurred in case of non-fulfillment of a contract.

Executing a contract, which defines in advance the payment of penalties or damages for non-fulfillment of a contract on the part of workers such as resignation prior to completion of the contract period, is prohibited. (Labor Standards Act-Article 16)

(5) Change in terms & conditions of an Employment Contract.

In principle, a mutual agreement between the employer, and employee are needed, in order to make changes in an employment contract. Also, in cases where there exist employment rules that govern employment conditions for an entire work space, these rules can not be altered to the detriment of employees, without mutual consent between the employer and employees. (Employment Contract Law – Articles 8 & 9)

※ However, in cases where changes in employment rules (and resultant detriment to employees) are well-communicated, and logical, then these changes are permissible. In judging 'logical', the following issues are considered: 'degree of detriment to employees'; 'need to change the employment conditions'; 'reasonableness of employment rules after changes'; 'status of negotiations with a labor union'; and other items pertaining to the change. (Labor Contract Act - Article 10).

(6) Limitations on dis-missing a worker upon he suffering an accident during work, and during recuperation.

When a worker is injured or is diagnosed as depression, the employer is prohibited from dismissing such a worker during rehabilitation, plus 30-days thereafter.

(Labor Standards Act- Article 19)

(7) Dismissal

Dismissals, when lacking objective and logical reasoning, as well as normal societal practices, are deemed unreasonable, and annulled. Employers are not allowed to dismiss employees during pre-defined period of employment, unless under extraordinary circumstances. (Labor Contract Act- Article 17)

(8) Advance notice of dismissal

In principle, when dismissing an employee, the employer is required to give the worker an advance notice of at least 30 days before dismissal. In cases where a dismissal notice is not given at least 30 days in advance of the date of dismissal, the employer must pay at a minimum average wages for any number of days falling short of the 30-day period as required by the law (Dismissal notice allowance). 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 the Head of Labor Standards Inspection Office. (Labor Standards Act- Articles 20 and 21)

(9) Conversion to an employment contract without a term limit

An employment contract, when renewed continuously over a period of 5-years, can be converted upon request by an employee, to an employment contract without term period limits. (Labor Contract Act- Article 18)

(10) Payment of wages

Wages must be paid to the employee 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 labor-management agreements, such as union dues, etc. shall be deducted from the full payment. (Labor Standards Act- Article 24)

(11) Minimum wages

The employer must pay employees wages that are equal to or above the minimum wage. (Minimum Wages Act- Article 4) The amount of minimum wages is fixed according to region and industry of the work in each prefecture.

(12) Working hours, and 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). (Labor Standards Act- Articles 32, 40) 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. (Labor Standards Act- Article 35)

(13) Extra pay for overtime, work during 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 during 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. (Labour Standards Act- Article 36)

For work done in excess of the statutory working hours, extra pay shall be calculated and paid at a rate of 25% or more of the payable wages during normal working hours or normal workday (for work done in excess of 60 hours per month – beyond statutory working hours – 50% rate shall be applied); for work during statutory rest days, at least 35% shall be applied.

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. (Labor Standards Act- Article 37)

(※)for small to medium sized companies, enforcement of this clause has been delayed.

(14) Annual leave with pay

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

(15) Return of money and other assets

When a foreign worker dies or resigns, the employer shall pay the wages owed, plus any financial deposits accumulated – belonging to the worker in question - within seven days and return any money or articles in his/her ownership, as requested by the rights holder. (The employer must not keep the passport or Alien Registration Card; Labor Standards Act- Article 23, etc.).

(16) 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. (Industrial Safety and Health Act- Article 59 and 66, etc.)

■ In the following cases, please consult with the nearest Foreign Workers Advisory Desk - located at Inspections & Labor Standards Departments within all prefectures

For example,

- Unpaid wages
- Unpaid overtime benefits
- Dismissal due to absence, which was caused by an 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 labor contract
- Insufficient guarantee of workplace safety and health and risk of accident

Consultation on working conditions is available in foreign languages at the Foreign Worker Advisory Desk(s). (→ p.45)

4 When separating from Employment

■ When separating from company of employment, be aware of 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 labor 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 transferring your work to another employee, or seek a new employee in your place. It is better to talk over thoroughly at the time of resignation, etc. with the employer.

(2) Dismissal by the employer

"Dismissal" means that a labor contract is brought to an end one-sidedly at the employer's initiative. In the case of dismissal, as mentioned in (8) (Advance notice of dismissal), the employer is required, in principle, 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. (Labor Standards Act -Articles 20, etc. and 21)

■ Those employed by a business establishment in Japan must register with, and subscribe to the Unemployment Insurance.

(1) Unemployment Insurance System

In Japan, the Unemployment Insurance System has been established. The system intends to secure the life and employment of the workers, promote re-employment, through disbursement of 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 a foreign country) be enrolled in the Unemployment 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 (including those with no nationality) insurance beneficiary, and will receive a certificate of 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 a worker has separated from employment

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

- ① An issuance of confirmation that by virtue of separation from employment, he is no longer covered by the Unemployment Insurance.
- ② He cannot start work in spite of his abilities and intentions.
- 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 Unemployment Insurance
- ③ Seal (if you have one)
- ④ Certificates that show your address and age (Alien registration card, etc.)
- ⑤ Two recent photographs (3 x 2.5 cm)
- ⑥ Bank book (passbook) of an account in the applicant's name.

Please bring above items to a PESO office whose jurisdiction includes your address.

After declaring that you are seeking employment, and if you are entitled to obtain basic allowance, the next appointment to visit the PESO will be decided, 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 prepared 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 benefits for the initial 7 days of unemployment after you declared that you are seeking employment (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).>

■ About Vocational Training

(1) Public Vocational Training

At public vocational development centers established within each prefecture, vocational training courses are available for displaced workers and those seeking career changes, in order to help them acquire requisite skills and knowledge in finding a new job. There are no participation or tuition fees for the courses (in some cases, you are required to pay the actual costs of textbooks or course materials). If interested in participating in public vocational training courses, please inquire at the nearest PESO. It is possible to collect Unemployment 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 Unemployment Insurance benefits, etc.

(2) Training and Education Benefits System

Even those unable to receive unemployment benefits are eligible to receive for free, vocational training to attain necessary skills and knowledge (expenses for text books, and other materials will be charged). Also, if other criteria, such as income and assets, meet certain standards, then additional allowance named 'Vocational training receiving' will be disbursed. Please inquire with the nearest PESO regarding this program.

(3) Employment Preparatory Training

In areas with high concentration of Japanese filial-tied population (日系人), for those Japanese filial-tied peoples with high motivation and need to secure a steady employment, lectures and training programs are offered, in order to improve communication skills in Japanese, as well as to heighten knowledge of Employment, and Social welfare systems.

Please inquire regarding time and place for such events at your local PESO.

(4) Educational Training Benefits Program

Educational Training Benefits Program, a part of Unemployment Insurance system, where if a beneficiary (recipient) (i) was under the Insurance for more than 3 years (for first-time recipients, only 1 year is required) or (ii) he has completed an Educational Training program that is referenced by Minister of Education, then the beneficiary is eligible for reimbursement of part of educational fees that he paid.

<Please visit your local PESO for details of Educational Training Program>

5. Other Insurance Offerings for workers

(1) Workmen's Accident Compensation Insurance System

According to the Workmen's Accident Compensation Insurance Act, businesses 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 Labor Standards Inspection Office>

(2) Employees' Health Insurance System

As long as foreign nationals are fully employed by a business establishment (※) that is covered by the Health Insurance, benefits thereof apply to them; as such, foreign employees are required to join this system

※ In all business-owned establishments, and within individually-owned establishments in certain industries, hosting more than 5 full-time employees, where pre-defined working hours are at least 3/4 that of comparable employees in comparable industries. (since H28, October 1st, Health Insurance benefits will be provided, even if relevant hours are below 3/4, so long as those are 20 hours or more per week, and certain other conditions are fulfilled).

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 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.

(3) National Health Insurance System

Those foreign nationals who are not covered by other public health insurance System:

- 1) who are subject to Resident Basic Registry Law※
- 2) even those who are not subject to Resident Basic Registry Law, those who stayed longer than 3-months according to objective review of various documents,

National Health Insurance benefits will be provided.

※ those residing more than 3-months, such as Medium-to-long term resident, Special permanent resident, Preliminarily permitted visitor, Protected visitor, and long-term visitor.

The National Health Insurance System assures necessary medical benefits when you receive medical treatment in case of disease or injury. Maternity and death related 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 fully employed※ by those workplaces under this Systems, the Employees' Pension Insurance System applies to them, so it is necessary for foreign nationals to participate in this System.

※ In all business-owned establishments, and within individually-owned establishments in certain industries, hosting more than 5 full-time employees, where pre-defined working hours are at least 3/4 that of comparable employees in comparable industries. (since H28, October 1st, Health Insurance benefits will be provided, even if relevant hours are below 3/4, so long as those are 20 hours or more per week, and certain other conditions are fulfilled).

By participating in the public pension systems, and fulfilling requisite conditions for receiving benefits, old-age pension and disability pension (or disability allowances) will be disbursed you become old, suffer disability, or die; in the case of death, beneficiary's spouse shall receive benefits.

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 of leaving Japan. The conditions for receiving the Lump-sum Withdrawal Payments are:

- 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, Canada, Australia, Netherlands, Czech republic, Spain, Ireland, Hungary, Brazil & Switzerland.

<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.>

6. Mandatory notification of status of foreign workers

■ All business principals employing foreign nationals are required to report employment status of all foreign employees

(1) Outline of the System for provide notification of the status of foreign workers

Since October 1, 2007, all employers are required to, upon hiring foreigners or at the time of their resignation, confirm and notify the name, status of residence, and period of stay of each foreign worker (excluding special permanent residents and those with a status of residence as “diplomat” or “official”) to the Minister of Health, Labor and Welfare. (A fine not exceeding 300 thousand yen will be levied against any party failing to provide notification or who provides false information.)

Therefore, foreigners are to be requested by employers to produce their alien registration certificates or passports when entering employment or resigning from a job.

(2) Obligation to endeavor to improve management of foreign workers and provide support to foreigners in their new employment

Employers are required to endeavor to improve management of foreign workers and provide support to foreigners in their new employment.

Please take a look at the key points of the guideline concerning the improvement of employment management, which are outlined in the “The Employers’ Guideline for Appropriate Approaches to Improving Management of Foreign Workers (excerpt)” and the full text of the guideline that follows. Foreigners are strongly recommended to find jobs at workplaces where employment is managed in a proper manner, in accordance with the guideline.

(Refer to→ P.27)

7. Registration by Affiliated Organizations

As a result of implementation of a new Resident Management Policy in July of Heisei 24th year, among Medium-to-long term residents(As mentioned in (1) within ‘Various Registration Procedures’ in (1) of previous chapter)institutions*, which accept and host those holding: ‘Professor’, ‘Investment, Business management’, ‘Legal, Accounting profession’, ‘Medical’, ‘Research’, ‘Education’, ‘Technologist’, ‘specialist in humanities & international affairs’, ‘Intra-company transfer’, ‘Entertainer’ or ‘Skilled worker’ residency status - must report initiation or termination of foreign worker acceptance to Minister of Justice within 14-days of these events occurring.

Since this reporting task is on a best effort basis, hosting institutions are not subject to legal actions; however, hosting institutions are required to report employment status of foreign workers when for example, applications to extend residency period of employed foreign workers are submitted.

(*)With the exception of those employers who are obliged to report employment status of foreigners under the Employment Measures Act.

⟨For details of registration, please visit your local Immigration Control offices(→ P.37)⟩

■ APPENDIXES

The Guideline concerning Appropriate Approaches to Improving Management of Foreign Workers for Employers

No. 1 Purpose

The purpose of this guideline is to specify the necessary measures to be taken by employers so that they may appropriately cope with the matters prescribed in Article 8 of the Employment Measures Act.

No. 2 Basic policies for appropriate approaches to improving management of foreign workers

With respect to foreign workers, employers shall comply with labor-related laws, such as the Employment Measures Act, the Employment Security Act (Act No. 141 of 1947), the Act on Securing the Proper Operation of Worker Dispatch Business and Improvement of Working Conditions for Dispatched Workers (Act No. 88 of 1985; hereinafter referred to as the "Worker Dispatching Act"), the Unemployment Insurance Act (Act No. 116 of 1974), the Labor Standards Act (Act No. 49 of 1947), the Minimum Wages Act (Act No. 137 of 1959), the Industrial Safety and Health Act (Act No. 57 of 1972), the Industrial Accident Compensation Insurance Act (Act No. 50 of 1947), Health Insurance Act (Act No. 70 of 1922), the Pension Insurance Act (Act No. 115 of 1954), and social insurance-related laws (hereinafter referred to as "labor and social insurance-related laws"). At the same time, employers shall take appropriate measures in relation to matters specified in this guideline so as to ensure an environment wherein foreign workers may work in appropriate working conditions and in safe and health environment and fully exercise their potential within the scope of their status of residence.

No. 3 Definition of a foreign worker

The term "foreign nationals" as used in this guideline shall mean persons who do not possess Japanese citizenship, with the exception of permanent residents and those with "diplomat" or "official" residency status. The term "foreign workers" as used in this guideline shall mean foreign national workers.

"Foreign workers" shall include persons pursuing technical internship programs who conduct activities for the purpose of obtaining more practical technique and skills under the employment relationship with "designated activities" residence status (hereinafter referred to as "technical interns").

No. 4 Necessary measures to be taken by employers in order to improve management of foreign workers

1. Appropriate recruitment and employment of foreign workers

(1) Recruitment

When recruiting foreign workers, employers shall clearly indicate the following matters to the foreign national who intends to gain employment: Job duties that the foreign national is to perform after being hired, wages, working hours, locations, length of labor contract, and matters concerning the application of labor and social insurance-related laws (hereinafter referred to as "matters to be clarified" in (1.)). These matters shall be indicated either by issuing a written document containing these contents or by e-mail when requested by the foreign national in question (hereinafter referred to as "clarification methods" in (1.)). In particular, when a foreign national who intends to gain employment is residing outside Japan, the employers in question shall endeavor to clarify the details of conditions in advance, such as whether travel expenses are to be borne by the employers or residence in Japan is to be ensured so as to avoid disputes between labor and management due to mutual misunderstanding of recruitment conditions.

When accepting the introduction of foreign workers residing outside Japan, employers shall utilize employment service operators that have obtained a license or have provided notification pursuant to the Employment Security Act (hereinafter referred to as "employment

service operators” in (1.) and shall refrain from accepting workers from those who violate the Employment Security Act or the Worker Dispatching Act. In this case, employers shall, when requesting introduction of workers, clearly inform employment service operators of all matters to be clarified by way of any of the above-stated clarification methods. Under the Employment Security Act, employment service operators are prohibited from discriminating against foreign nationals on the basis of nationality when conducting employment service. Employers shall also take all precautions against discriminatory treatment in relation to nationality, etc., when requesting for workers from employment service operators.

(2) Employment

When hiring foreign workers, the employers in question shall confirm, in advance through the methods, etc. prescribed in No. 5, that the relevant foreign national is eligible for duties, which he/she is to perform upon gaining employment, in terms of the scope of his/her status of residence. Employers shall not hire ineligible foreign nationals.

Employers shall endeavor to select foreign workers in a fair manner so that they may fully exercise their potential within the scope of their status of residence. In particular, employers shall note that there are no restrictions on activities with regard to permanent residents and long term resident.

When making plans to hire new graduates, employers shall not exclude foreign students. Moreover, they should be aware that recruiting foreign students may contribute to revitalize and globalize the company, as they can be expected to offer unique ideas as a result of their divergent educational and cultural background.

2. Securing of appropriate working conditions

(1) Equal treatment

Workers shall not be treated discriminately based on nationality in terms of working conditions, such as wages and working hours.

(2) Clarification of working conditions

a.) Issuance of a written document

When signing labor contracts with foreign workers, employers shall issue a written document that clarifies fundamental working conditions, such as wages and working hours, in a manner that is easy for the foreign workers in question to understand.

b.) Explanation of wages

When clearly indicating wages, employers shall endeavor to clarify the actual amount to be paid to the foreign worker in question by explaining not only the methods of determining, calculating and paying wages, but also outlining the details of deduction such as taxes, labor and social insurance premium, and other deductions based on the labor management agreement, in an easy-to-understand manner.

(3) Appropriate management of working hours

Employers shall comply with laws pertaining to working hours and manage working hours appropriately by appointing rest days.

(4) Dissemination of related laws and regulations such as the Labor Standards Act

Employers shall disseminate the contents of related laws and regulations such as the Labor Standards Act, pursuant to such laws and regulations. In such cases, employers shall endeavor to give necessary consideration to encourage understanding on the part of foreign workers such as through the use of easy-to-understand explanatory booklets.

(5) Preparation of directory of workers – ie) names & contact list of workers.

Employers shall prepare workers’ name lists and payroll books, pursuant to the Labor Standards Act. In this case, employers shall endeavor to compile the addresses of foreign workers’ families and other emergency contact numbers.

(6) Return of money and goods, etc.

Employers shall not retain foreign workers' passports, etc. and shall return money and goods to which the relevant foreign workers are rightfully entitled, upon their resignation, pursuant to the Labor Standards Act. When a foreign worker leaves Japan within seven days of making a claim for the return of money or goods, these shall be returned prior to the departure of the foreign worker in question.

3. Assurance of safety and health

(1) Implementation of safety and health education

Employers shall implement safety and health education for foreign workers in a manner in which the contents thereof can be easily understood. In particular, employers shall make sure that usage of machinery and equipment, safety apparatuses, and protective equipment used by foreign workers is fully understood by said workers.

(2) Implementation of Japanese language education for the purpose of preventing accidents

Employers shall endeavor to ensure that foreign workers obtain necessary Japanese language skills and learn basic signs, etc. so that they may understand directions, etc. so as to prevent accidents.

(3) Signs and notices, etc. concerning prevention of accidents

Employers shall endeavor to display signs and notices, etc. concerning the prevention of workplace accidents in a manner easy for foreign workers to understand, such as through the use of charts.

(4) Implementation of medical checkups

Employers shall implement medical checkups for foreign workers, pursuant to the Industrial Safety and Health Act. When implementing medical checkups, employers shall endeavor to explain the purpose and contents of said checkups in an easy-to-understand manner. When intending to take any follow-up measures based on the results of medical checkups, employers shall endeavor to explain the results of said checkups, as well as the necessity and contents of the follow-up measures, to the relevant foreign workers in an easy-to-understand manner.

(5) Implementation of health guidance and consultation

Employers shall endeavor to provide foreign workers with health guidance and consultation by fully utilizing the services of industrial physicians and health supervisors.

(6) Dissemination of related laws and regulations such as the Industrial Safety and Health Act

Employers shall disseminate the contents of related laws and regulations such as the Industrial Safety and Health Act pursuant to such laws and regulations. In such cases, employers shall endeavor to give necessary consideration to the promotion of understanding on the part of foreign workers such as through the use of easy-to-understand explanatory booklets.

4. Application of Employment Insurance, Workmen's Accident Compensation Insurance, Health Insurance, and Employees' Pension Insurance

(1) Dissemination of Systems and necessary procedures

Employers shall endeavor to inform foreign workers of the contents of laws and regulations related to the Unemployment Insurance, Workmen's Accident Compensation Insurance, Health Insurance, and Employees' Pension Insurance (hereinafter referred to as "labor and social insurance") and procedures for claiming insurance payments, such as through providing said workers with easy explanations upon their recruitment. Employers shall also take the necessary procedures for applying such insurance Systems to covered foreign workers, pursuant to laws and regulations pertaining to labor and social insurance.

(2) Assistance for claiming insurance payments

Upon resignation of a foreign worker, the employers in question shall take the necessary procedures such as issuing separation notices, introducing service offices for employment benefits of the Public Employment Security Offices (PESO), and shall endeavor to provide other necessary assistance to the foreign worker in question.

When a workplace accident involving a foreign worker occurs, employers shall provide advice to the foreign worker with regard to procedures such as claiming Workmen's Accident Compensation Insurance, carry out the procedures in lieu of him/her, and endeavor to provide other necessary assistance.

Upon return of a foreign worker who has been covered by Employees' Pension Insurance for six months or more to his/her home country, the employers in question shall explain that the relevant worker may claim lump-sum withdrawal payments upon his/her departure from Japan, and shall endeavor to introduce him/her to service offices at related organizations such as Social Insurance Offices.

5. Appropriate personnel management, educational training, and welfare

(1) Appropriate personnel management

Employers shall endeavor to present a vision of a 'Model worker' by clarifying the required qualifications and capabilities, arranging conditions conducive to smooth workplace communications, and operate Systems for evaluating and determining wages, deploying workers, and managing personnel in a transparent fashion so that foreign workers can easily adjust and begin working with a full understanding of what is expected of them and of their working conditions. Employers shall thereby endeavor to create an environment wherein various types of personnel can fully exercise their respective potential. In the process, employers shall fully adopt advice and guidance concerning employment management provided by the PESO for the purpose of ensuring appropriate approaches.

(2) Daily life guidance, etc.

In order to ensure foreign workers' smooth adaptation to Japanese society, employers shall provide Japanese language education and guidance so as to help foreign workers deepen their understanding of Japanese habits, culture, customs, work practices, etc. and shall endeavor to provide foreign workers with advice concerning daily life and workplace problems.

(3) Implementation of educational training, etc.

Employers shall endeavor to implement educational training and other necessary measures, as well as develop comfortable workplace environments through such means as establishing Systems for accepting complaints and consultation, and providing orientation in foreign workers' mother tongues so that foreign workers can work by fully exercising their potential within the scope of their status of residence.

(4) Facilities for welfare

Employers shall endeavor to ensure appropriate accommodation facilities and guarantee workers sufficient opportunities to utilize facilities for meals, medical care, general education, culture, athletic activity, and recreation.

(5) Assistance for leaving Japan and changing status of residency

- a. Upon the expiration of foreign workers' period of stay, employers shall terminate the employment relationship and endeavor to provide the worker in question with consultation on procedures for leaving Japan.
- b. When a foreign worker intends to change his/her residency status, employers of these employees shall give necessary consideration with regard to working hours, etc. so that he/she may undertake the relevant procedures.

(6) Notes for employers engaged in worker dispatching business or contracting business

Employers engaged in the dispatching of foreign workers shall conduct business appropriately in accordance with the Worker Dispatching Act by clearly indicating details of the work in question to the foreign workers to be dispatched, such as the contents of the work, locations, and matters concerning persons directly overseeing the relevant worker while also providing notification of the names of foreign workers to be dispatched and their labor/social insurance status to the company accepting the relevant worker. No company shall accept foreign workers from employers that have not obtained a license or have not provided notification. Employers who conduct contracting business shall not engage in the supplying or dispatching of workers under the name of contracting business, and shall comply with the Employment Security Act and the Worker Dispatching Act.

Employers who conduct contracting business shall, when foreign employees of theirs are employed at an establishment belonging to one of their clients, elect a person in charge of employment affairs, etc., to perform duties related to personnel management and daily life guidance at the relevant establishment, pursuant to No. 6.

6. Prevention of dismissal and assistance with new employment

When intending to downsize the scale of business activities, employers are obliged to refrain from dismissing foreign workers without careful consideration. When dismissing foreign workers becomes inevitable, employers shall endeavor to provide necessary assistance for those wishing to find new employment to find such employment within the scope of their status of residence, such as through introducing them to related companies, providing them with vocational training or encouraging them to undertake such training, or providing them with job information. In this case, employers shall closely cooperate with the PESO and fully adopt advice and guidance concerning assistance in new employment provided by the PESO for the purpose of ensuring appropriate approaches.

No. 5 Notification of status of foreign workers

Pursuant to the provisions of Article 28, paragraph 1 of the Employment Measures Act and Article 2, paragraph 1 of the Supplementary Provisions, when a employer newly hires a foreign worker or when a foreign worker resigns, and if the employers has already hired foreign workers as of October 1, 2007, the employers shall confirm the matters listed in 1., such as the name, status of residence, period of stay of the relevant foreign worker, by any of the methods listed in 2., and provide notification of such matters to the director of the PESO governing the location of the relevant employer's establishment by any of the methods and deadlines listed in 3. Notes for making confirmation shall be as prescribed in 4.

1. Matters to be confirmed and notified

a. Regarding foreign workers covered by the Unemployment Insurance System (excluding those falling under c.)

The name, status of residence (when hiring workers with permission for activities outside the scope of their status of residence, including whether or not the relevant person has obtained permission for said activities; the same shall apply in b.), period of stay, birth date, sex, and nationality, as well as the matters pertaining to foreign workers' registration for eligibility for Unemployment insurance or to have such qualification revoked, such as type of job, wages, and address

b. Regarding foreign workers not covered by the Employment Insurance System (excluding those falling under c.)

The name, status of residence, period of stay, birth date, sex, and nationality

c. Regarding foreign workers already hired as of October 1, 2007

Name, status of residence, period of stay, birth date, sex, and nationality

2. Methods for confirmation

a. Regarding foreign workers not falling under b.

Foreign workers are requested to produce their passport or Certificate of Alien Registration in order to confirm matters for notification.

b. Regarding foreign workers permitted to engage in activities outside the scope of their status of residence

Foreign workers are requested to produce their passport, Certificate of Alien Registration, permission to engage in activities outside the scope of their status of residence, or certificate of eligibility to work in Japan in order to confirm the matters for notification.

3. Notification methods and deadlines

a. Regarding foreign workers covered by the Employment Insurance System (excluding those falling under c.)

Notification pertaining to recruitment shall be made by the 10th of the month following recruitment by way of providing notification of the necessary matters so as to obtain qualification for Employment Insurance. Notification pertaining to resignation shall be made within 10 days of the date of resignation by providing notification of the necessary matters so as to annul qualification for Employment Insurance.

b. Regarding foreign workers not covered by the Employment Insurance System (excluding those falling under c.)

Notification pertaining to both recruitment and resignation shall be made by the final day of the month following recruitment or resignation by way of filling in the necessary matters on Form No. 3 of the Ordinance for Enforcement of the Employment Measures Act (Ordinance of the Ministry of Labour No. 23 of 1966) (hereinafter referred to as "Form No. 3").

c. Regarding foreign workers already hired as of October 1, 2007

Notification shall be made by October 1, 2008 by filling in the necessary matters on Form No. 3. However, upon the resignation of the person to whom notification pertains, notification shall be made by either of the methods and deadlines outlined in a. and b.

4. Notes regarding confirmation

Employers shall confirm the matters listed in 1. concerning persons who they intend to hire (including persons already hired as of October 1, 2007) in the case where they are able to ascertain that the persons in question are foreign nationals with ordinary powers of attention. Cases where employers can deem the relevant persons to be foreign nationals with ordinary powers of attention represent the case where it is generally clear that the relevant persons are foreign nationals on the basis of their name or native language without conducting any special investigations. Therefore, when a foreign worker usually uses a Japanese name and is fluent in Japanese and when it is impossible to determine whether or not the person in question is a foreign national with ordinary powers of attention, confirmation is not required. Confirmation or notification of any matters other than those listed in 1 is not required. This point shall also be noted from the viewpoint of protecting the privacy of foreign workers.

No.6 Appointment of a person in charge of employment affairs of foreign workers

When regularly employing ten or more foreign workers, employers shall appoint persons such as personnel affairs department managers as persons in charge of employment affairs, and have said persons manage the matters specified in No. 4 of this guideline.

No. 7 Matters concerning technical interns

Technical interns, who are included in the category of foreign workers, shall be treated in accordance with the matters covered in above-mentioned No. 4 to No.6. Employers shall endeavor to help technical interns to obtain practical techniques and skills in an effective manner, consistent with methods for accepting interns, matters to be noted in implementing technical training, and measures to be taken in cases where it becomes impossible to continue technical training as prescribed in the Basic guideline for Operation of the Technical Internship Program (issued by the Minister of Labor on April 5, 1993).

No. 8 Assistance and cooperation on the part of related administrative institutions such as employment security offices and labor standards inspection offices

Employers shall implement matters specified by this guideline by obtaining the necessary assistance and cooperation of related administrative organs such as employment security offices and labor standards inspection offices.

Notice of Employment Conditions

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。																									
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(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																									
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—年間 日
 ○ 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
 か月経過後 日
 Annual paid leave (in hours) (Yes: No:)
 時間単位年休 (有 , 無)
 2. Substitute days off (Yes: No:)
 代替休暇 (有 , 無)
 3. Other leave: Paid ()
 その他の休暇 有給 ()
 Unpaid ()
 無給 ()
 ○ 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
 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:)
 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 60 hours or less per month ()% over 60 hours per month ()% Fixed overtime ()%
 所定時間外 法定超 月60時間以内 ()% 月60時間超 ()% 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. Continued employment scheme [Yes: (Up to years of age); No: ()]
 継続雇用制度 (有(歳まで), 無)

3. 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)

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

[]

○ 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 []

※ To be entered in case where, with regard to "Period of contract," you answered: "There is a provision for a certain period."
 「契約期間」について「期間の定めあり」とした場合に記入

Renewal
 更新の有無

1. Renewal of contract
 契約の更新の有無
 [The contract shall be automatically renewed. ・ The contract may be renewed.
 自動的に更新する 更新する場合があります
 The contract is not renewable. ・ Others ()]
 契約の更新はしない その他 ()]

2. Renewal of the contract shall be determined by the following factors:
 契約の更新は次により判断する

[]

- ・ Volume of work to be done at the time the term of contract expires
 契約期間満了時の業務量
- ・ Employee's work record and work attitude ・ Employee's capability
 勤務成績、態度 能力
- ・ Business performance of the Company ・ State of progress of the work done by the employee ・ Others ()
 会社の経営状況 従事している業務の進捗状況 その他 ()]

※ The following explains cases where a "defined period" is provided with regard to the "period of contract."
 ※以下は、「契約期間」について「期間の定めあり」とした場合についての説明です。
 In accordance with the provision of Article 18 of the Labor Contract Act, in case the total period of a labor contract with a defined period (to commence on or after April 1, 2013) exceeds five consecutive years, such labor contract shall be converted to a labor contract without a definite period, effective the day after the last day of the former period of contract, upon the request of the worker concerned made by the last day of said period of contract.
 労働契約法第18条の規定により、有期労働契約（2013年4月1日以降に開始するもの）の契約期間が通算5年を超える場合には、労働契約の期間の末日までに労働者から申込みをすることにより、当該労働契約の期間の末日の翌日から期間の定めのない労働契約に転換されます。

Employee (signature) _____
 受け取り人 (署名)

* Matters other than those mentioned above shall be in accordance with the labor regulations of our company.
 ※以上のほかは、当社就業規則による。

* The notice on labor conditions should be retained for the purpose of preventing any possible disputes between employees and an employer.
 ※労働条件通知書については、労使間の紛争の未然防止のため、保存しておくことをお勧めします。

**Contact List of Ministry of Justice, Immigration Bureaus,
Immigration Information Centers and Assigned Counselors' Locations**

■□ Contact List of Ministry of Justice, Immigration Bureaus

○Information about status of residence, alien registration and other matters related to immigration

Prefecture	Address	Tel
Ministry of justice, Immigration Bureau	〒100-8977 1-1-1, Kasumigaseki, Chiyoda-ku, Tokyo-to	03-3580-4111
Sapporo Regional Immigration Bureau	〒060-0042 12, Oodori-nishi, Chuo-ku, Sapporo-shi, Hokkai-do	011-261-7502
Sendai Regional Immigration Bureau	〒983-0842 1-3-20, Gorin, Miyagino-ku, Sendai-shi, Miyagi-ken	022-256-6076
Tokyo Regional Immigration Bureau	〒108-8255 5-5-30, Kounan, Minato-ku, Tokyo-to (Inspection Administration Division (Re-entry)) (Employment Inspection Division) (University student residency status Inspection Division) (Internship & short-term residency Inspection Division) (Permanent residency Inspection Division)	03-5796-7111(M) 03-5796-7251 03-5796-7252 03-5796-7253 03-5796-7254 03-5796-7255
—Narita Airport District Immigration Bureau	〒282-0004 Terminal 2, 1-1, Aza-Furukome, Furukome, Narita-shi, Chiba-ken	0476-34-2222
—Haneda Airport District Immigration Bureau	〒144-0041 Haneda Airport CIQ Bldg. 2-6-4, Haneda Airport, Ota-ku, Tokyo-to	03-5708-3202
—Yokohama District Immigration Bureau	〒236-0002 10-7, Torihamacho, Kanazawa-ku Yokohama-shi, Kanagawa-ken	045-769-1720
Nagoya Regional Immigration Bureau	〒455-8601 5-18, Shouhoucho, Minato-ku, Nagoya-shi, Aichi-ken	052-559-2150
—Centrair Airport District Immigration Bureau	〒479-0881 CIQ Bldg. 3F 1-1 Centrair, Tokoname-shi, Aichi-ken	0569-38-7410
Osaka Regional Immigration Bureau	〒559-0034 1-29-53, Nankokita, Suminoe-ku, Osaka-shi, Osaka-fu	06-4703-2100
—Kansai Airport District Immigration Bureau	〒549-0011 1, Sensyukuko-naka, Tajiri-cho, Sennan-gun, Osaka-fu	072-455-1453
Kobe District Immigration Bureau	〒650-0024 29, Kaigandori, Chuo-ku, Kobe-shi, Hyogo-ken	078-391-6377
Hiroshima Regional Immigration Bureau	〒730-0012 2-31, Kami-hachobori, Naka-ku, Hiroshima-shi, Hiroshima-ken	082-221-4411
Takamatsu Regional Immigration Bureau	〒760-0033 1-1, Marunouchi, Takamatsu-shi, Kagawa-ken	087-822-5852
Fukuoka Regional Immigration Bureau	〒812-0003 Fukuoka Airport Domestic Terminal No.3, 778-1, Shimo-usui, Hakata-ku, Fukuoka-shi, Fukuoka-ken	092-623-2400
—Naha Airport District Immigration Bureau	〒900-0022 1-15-15, Higawa, Naha-shi, Okinawa-ken	098-832-4185

■□Contact List of Immigration Information Centers

○Information about status of residence, alien registration and other matters related to immigration. Reception in foreign languages (English, Korean, Chinese, Spanish, etc.)

Prefecture	Address	Tel
Sendai	〒983-0842 1-3-20, Gorin, Miyagino-ku, Sendai-shi, Miyagi-ken	0570-013904 (For IP user, PHS, user and from abroad: 03-5796-7112) Weekday: 8:30~17:15
Tokyo	〒108-8255 5-5-30, Kounan, Minato-ku, Tokyo-to	
Yokohama	〒231-0023 10-7, Torihamacho, Kanazawa-ku, Yokohama-shi, Kanagawa-ken	
Nagoya	〒455-8601 5-18, Shouhou-cho, Minato-ku, Nagoya-shi, Aichi-ken	
Osaka	〒559-0035 1-29-53, Nankokita, Suminoe-ku, Osaka-shi, Osaka-fu	
Kobe	〒650-0024 29, Kaigandori, Chuo-ku, Kobe-shi, Hyogo-ken	
Hiroshima	〒730-0012 2-31, Kami-hachobori, Naka-ku, Hiroshima-shi, Hiroshima-ken	
Fukuoka	〒812-0003 Fukuoka Airport Domestic Terminal No.3, 778-1, Shimo-usui, Hakata-ku, Fukuoka-shi, Fukuoka-ken	

■□Contact List of Immigration Counselors

○At regional Immigration Inspection Bureaus as listed below, Immigration Counselors are available to answer questions pertaining to residency status, resident's identification card as well as other issues related to Immigration inspections.

Sapporo	〒060-0042 12, Odori-nishi, Chuo-ku, Sapporo-shi, Hokkai-do	0570-013904 (For IP user, PHS, user and from abroad: 03-5796-7112) Weekday: 8:30~17:15
Takamatsu	〒760-0033 1-1, Marunouchi Takamatsu-shi, Kagawa-ken	
Naha	〒900-0022 1-15-15, Higawa, Naha-shi, Okinawa	

**List of Employment Service Center for Foreigners and Fukuoka New Graduates Support
Hello work**

Tokyo Gaikokujin koyou Service Centre	Address	〒 163-0721 Odakyu Daiichi Seimei Bldg. 21F, 2-7-1 Nishi-shinjuku, Shinjuku ku, Tokyo
	TEL	03-53398625-8639(Main switchboard)
	FAX	03-5339-8654
	URL	http://tokyo-foreigner.jsite.mhlw.go.jp/
	Contact Hours	8:30 ~ 17:15(Not available on Sat. Sun. and Holidays)
Osaka Gaikokujin koyou Service Centre	Address	〒 530-0017 Hankyu Grand Bldg. 16F, 8-47, Kakudacho, Kita-ku, Osaka-shi, Osaka-fu
	TEL	06-7709-9465
	FAX	06-7709-9468
	URL	http://osaka-foreigner.jsite.mhlw.go.jp/
	Contact Hours	10:00 ~ 18:00(Not available on Sat. Sun. and Holidays)
Nagoya Gaikokujin koyou Service Centre	Address	〒 460-0008 Chunichi Bldg. 12F, 4-1-1, Sakae Naka-ku, Nagoya-shi, Aichi -ken
	TEL	052-264-1901
	FAX	052-249-0033
	URL	http://aichi-foreigner.jsite.mhlw.go.jp/
	Contact Hours	8:30 ~ 17:00(Not available on Sat. Sun. and Holidays)
Fukuoka SHINSOTSU OHEN Hello Work	Address	〒 810-0001 Elgala Office Bldg. 12F, 1-4-2, Tenjin, Chuo-ku, Fukuoka-shi,
	TEL	092-714-1556
	FAX	092-717-6276
	URL	http://fukuoka-young.jsite.mhlw.go.jp/
	Contact Hours	9:30 ~ 18:00(Not available on Sat. Sun. and Holidays)

Hello Work Contact List for New Graduates Support in Japan

	Work	Address	TEL	Open Date& Hour
Hokkaido	SapporoSapporo SHINSOTS U OHEN Hello Work	〒060-8526 Mitsui Seimei Sapporo Kyoudou Bldg. 7F, 5, Kita4jou Chuo-ku, Sapporo-shi.	011(233)0202	Mon·Wed·Fri 9:00~19:00 Tue·Thu. 9:00~17:15 The second and fourth Sat.: 10:00~17:00
Aomori	Aomori SHINSOTS U OHEN Hello Work	〒030-0803 Aomori ken Kanko Bussankan ASPUM 3F, 1-1-40, Yasukata Aomori-shi,	017(774)0220	Weekday 8:30~17:15
Iwate	Morioka SHINSOTS U OHEN Hello Work	〒020-0024 Morioka Saien Center Bldg. 1F 1-12-18, Saien, Morioka-shi	019(653)8609	Weekday 10:00~18:30
Miyagi	Sendai SHINSOTS U OHEN Hello Work	〒980-8485 Sendai Mark One 12F, 1-2-3, Chuo, Aoba-ku, Sendai-shi	022(726)8055	Weekday 10:00~18:30
Akita	Akita SHINSOTS U OHEN Hello Work	〒010-1413 Akita Terusa 3F, 3-1-1, Goshono- Jizouda Akita-shi	018(889)8448	Weekday 9:00~17:15
Yamagata	Yamagata SHINSOTS U OHEN Hello Work	〒990-0828 Yamagata Terusa 1F. 1-2-3, Futabacho, Yamagata-shi	023(646)7360	Weekday 9:30~18:00 Sat. 10:00~17:00
Fukushima	Fukushima SHINSOTS U OHEN Hello Work	〒960-8589 Hello Work Fukushima 3F, 17-40, Kitsunozuka, Fukushima-shi	024(534)0466	Weekday 8:30~17:15
	Koriyama SHINSOTS U OHEN Hello Work	〒963-8002 Big Ai Molty 4F, 2-11-1, Ekimae Koriyama-shi	024(927)4633	Weekday 10:00~18:30
Ibaraki	Mito SHINSOTS U OHEN Hello Work	〒310-8509 Mito Koukyou Shokugyou Antei- jyo Fuzoku Chousha 1F, 1573-1, Suifu- cho, Mito-shi,	029(231)6244	Weekday 8:30~17:15
	Tsuchiura SHINSOTS U OHEN Hello Work	〒300-0051 1-18-19, Manabe, Tsuchiura-shi	029(822)5124	Weekday 8:30~17:15
Tochigi	Utsunomiya SHINSOTS U OHEN Hello Work	〒321-0964 Fumix System Bldg. 1F, 1-3-1, Ekimaetori, Utsunomiya-shi	028(678)8311	Weekday 8:30~19:00 Sat 10:00~17:00
Gunma	Maebashi SHINSOTS U OHEN Hello Work	〒379-2154 130-1, Amagawa Oshima-machi, Maebashi-shi	027(290)2111	Weekday 8:30~17:00

Saitama	Saitama SHINSOTSU OHEN Hello Work	① 330-0854 Excellent Omiya Bldg. 6F, 1-9-4, Sakuragicho, Omiya-ku, Saitama-shi	①048(650)2234 ②048(762)6522	① Weekday 8:30~17:15 ② Weekday 10:00~19:00
		② 〒336-0027 Lamza Tower 3F, 1-10-1, Numakage, Minami-ku, Saitama-shi		
Chiba	Funabashi SHINSOTSU OHEN Hello Work	〒273-0005 Face Bldg. 9F,1-3-1, Honcho Funabashi-shi,	047(426)8474	Weekday 9:00~17:00
	Chiba SHINSOTSU OHEN Hello Work	〒261-0001 1-1-3 Saiwaicho, Mihama-ku, Chiba-shi	043(242)1181 (45Ext.)	Weekday 8:30~17:15
	Matsudo SHINSOTSU OHEN Hello Work	〒271-0092 Matsudo Bldg. 3F, 1307-1, Matsudo, Matsudo-shi	047(367)8609 (46Ext.)	Weekday 8:30~17:15
Tokyo	Tokyo SHINSOTSU OHEN Hello Work	〒163-0721 Odakyu daiichi seimei Bldg. 21F, 2-7-1, Nishi-shinjyuku shinjyuku-ku,	03(5339)8609	Weekday10:00~18:00 The First and Third Sat 10:00~17:00
	Iidabashi SHINSOT SU OHEN Satellite	〒112-8577 Hello work Iidabashi Graduate dept. 1-9-20, Kouraku, Bunkyo-ku	03(3812)8609	Weekday 8:30~17:15
	Shibuya SHINSOT SU OHEN Satellite	〒150-0002 Shibuya Cross Tower 8F, 2-15-1, Shibuya, Shibuya-ku	03(3409)0328	Weekday 10:00~18:00
	Ikebukuro SHINSOT SU OHEN Satellite	〒170-8409 Hello Work, Main Government Office Bldg. 3-5-13,Higashi-ikebukuro Toshima-ku,	03(3987)8609	Weekday 8:30~17:15
Tokyo	Hachioji SHINSOTSU OHEN Hello Work	〒192-0083 Hachioji TC Bldg.6F, 10-2, Asahicho, Hachioji-shi	042(631)9505	Weekday 10:00~18:00
	Tachikaw a SHINSOT SU OHEN Satellite	〒190-0012 Suzuharu Bldg. 5F Tachikawa Work Plaza, 2-7-16, Akebonocho, Tachikawa-shi	042(523)1509	Weekday 9:00~17:00
Kanagawa	Yokohama SHINSOTSU OHEN Hello Work	〒220-0004 Yokohama ST Bldg.16F, 1-11-15, Kitasaiwai, Nishi-ku, Yokohama-shi	045(312)9206	Weekday 9:30~18:00 Sat 10:00~17:00
	Kawasaki SHINSOTSU OHEN Hello Work	〒210-0015 Hello Work Kawasaki, 17-2, Minamicho Kawasaki-ku, Kawasaki shi	044(244)8609	Weekday 8:30~17:00
Niigata	Niigata SHINSOTSU OHEN Hello Work	〒950-0901 Nigata KS Bldg. 2F, 2-2-18, Benten, Chuo-ku, Niigata-shi	025(240)4510	Weekday 9:30~18:00

Toyama	Toyama SHINSOTSU OHEN Hello Work	〒930-0805 Sunforte 2F, 6-7, Minato-irifunecho, Toyama-shi	076(444)8305	Weekday 9:00~17:15
Ishikawa	Kanazawa SHINSOTSU OHEN Hello Work	〒920-0935 Ishikawa-ken Honda No Mori office Bldg. 1F,4-17-1, Ishibiki, Kanazawa-shi Address	076(261)9453	Weekday 8:30~17:15
Fukui	Fukui SHINSOTSU OHEN Hello Work	① 910-8509 1-121-1Kaihotsu, Fukui-shi ② 918-8580 Fukui Chamber of Commerce Bldg.1F 2-8-1Nishikida, Fukui-shi	①0776(52)8170 ②0776(34)4700	①Weekday 8:30~17:15 ②Weekday 9:00~17:00
Yamanashi	Koufu SHINSOTSU OHEN Hello Work	〒400-0035 Yamanashi-ken JA Bldg. 5F 1-1-20 Iida Koufu-shi	055(221)8609	Weekday 9:30~18:00
Nagano	Nagano SHINSOTSU OHEN Hello Work	① 380-0838 Monzenpuraza 4F (separate office Bldg.) 1485-1,Shinden-cho, Nagano-shi ② 380-0935 3-2-3, Nakagosho Nagano-shi	①026(228)0989 ②026(228)1300	① Tue·Thu·Fri 9:00~17:30 Mon·Wed 10:00~18:30 ②Weekday 8:30~17:15
	Matsumoto SHINSOTSU OHEN Hello Work	〒390-0815 Matsumoto Fukoku Seimei ekimae Bldg. 1F, 1-4-25, Fukashi, Matsumoto-shi	0263(31)8600	Weekday 8:30~17:15
Gifu	Gifu SHINSOTSU OHEN Hello Work	〒500-8384 Gifu ken Think Tank Government Office Bldg. 2F, 5-14-12 Yabuta-minami Gifu-shi,	058(278)4401	Weekday 10:00~19:00 The Second and fourth Sat 10:00~17:00
Shizuoka	Shizuoka SHINSOTSU OHEN Hello Work	〒422-8067 Mizuno Mori Bldg. 9F, 14-1, Minami- cho, Suruga-ku, Shizuoka-shi	054(654)3003	Weekday 8:30~17:00
	Hamamatsu SHINSOTSU OHEN Hello Work	〒430-7707 Hamamatsu Act Tower 7F, 111-2 Itayacho, Naka-ku, Hamamatsu-shi	053(540)0008	Weekday 8:30~17:00
Aichi	Aichi SHINSOTSU OHEN Hello Work	〒460-0008 Chunichi Bldg. 12F, 4-1-1 Sakae, Naka-ku, Nagoshi-shi	052(264)0701	Weekday 9:30~18:00
Mie	Mie SHINSOTSU OHEN Hello Work	〒514-0009 UST-TSU 3F, 700, Hadokorocho, Tsu -shi,	059(229)9591	Weekday 9:00~18:00
Shiga	Shiga SHINSOTSU OHEN Hello Work	〒525-0025 Ikuoka Daiichi Bldg. 4F, 1-1-14, Nishi-shibukawa, Kusatsu-shi	077(563)0301	Weekday 9:00~17:00
Kyoto	Kyoto SHINSOTSU OHEN Hello Work	〒604-0845 Meiji Yasuda Seimei Kyoto Bldg. 1F, 552, Nijodencho, Karasuma-oike-agaru, Nakagyo-ku, Kyoto-shi	075(256)8609	Weekday 10:30~19:00

Osaka	Osaka SHINSOTSU OHEN Hello Work	〒530-0017 Hankyu Grand Bldg. 18F, 8-47, Kakudacho, Kita-ku, Osaka shi	06(7709)9455	Weekday 10:00~18:30 Sat 10:00~18:00
Hyogo	Kobe SHINSOTSU OHEN Hello Work	〒650-0044 Kobe Crystal Tower 12F, 1-1-3, Higashi-Kawasakicho, Chuo-ku, Kobe-shi	078(351)3371	Weekday 10:00~19:00
	Sannomiya SHINSOTSU OHEN Hello Work	〒651-0088 Nihonseimi Sannomiya ekimae Bldg. 11F 7-1-1, Onoedori, Chuo-ku, Kobe-shi	078(231)8616	Weekday 10:00~19:00
Nara	Nara SHINSOTSU OHEN Hello Work	〒630-8113 Hello Work Nara, Nara Regional Joint Government Office Bldg. No. 3 1F, 387, Horencho, Nara-shi	0742(36)1601	Mon·Wed·Fri 8:30~17:15 Tue·Thu 8:30~18:00 The Second and Fourth Sat. 10:00~17:00
Wakayama	Wakayama SHINSOTSU OHEN Hello Work	〒640-8033 Job café Wakayama 1F, 2-45, Honmachi, Wakayama-shi	073(421)1220	Mon·Wed·Thu·Fri·Sat 9:30~18:00
Tottori	Tottori SHINSOTSU OHEN Hello Work	〒680-0846 Tottori Fukoku Seimei Ekimae Bldg.1F, 7, Ogimachi, Tottori-shi	0857(39)8986	Weekday 10:00~18:00 Sat 10:00~17:00
Shimane	Matsue SHINSOTSU OHEN Hello Work	〒690-0003 Matsue Terrusa 3F, 478-18, Asahimachi, Matsue-shi	0852(28)8609	Weekday 9:30~18:00
Okayama	Okayama SHINSOTSU OHEN Hello Work	〒700-0901 Daiichi Central Bldg.7F, 6-36, Honmachi, Kita-ku, Okayama-shi	086(222)2904	Weekday 10:00~19:00
Hiroshima	Hiroshima SHINSOTSU OHEN Hello Work	〒730-0013 Dai-ni Hiroden Bldg. 5F, 16-14, Hacchobori, Naka-ku, Hiroshima-shi,	082(224)1120	Weekday 8:30~17:15
Yamaguchi	Yamaguchi SHINSOTSU OHEN Hello Work	〒754-0014 1-20, Ogoritakasagomachi, Yamaguchi-shi	083(973)8080	Weekday 8:30~19:00 Sat 8:45~17:00
Tokushima	Tokushima SHINSOTSU OHEN Hello Work	〒770-0831 Tokushima eki Clement plaza 5F, 1-61, Terashima-honcho-nishi, Tokushima-shi,	088(623)8010	Weekday 10:00~18:00
Kagawa	Takamatsu SHINSOTSU OHEN Hello Work	〒760-0054 Shigoto Plaza Takamatsu, 1-9-1,Tokiwacho Takamatsu-shi	087(834)8609	Mon~Fri·The Second and Fourth Sat. 9:30~18:00
Ehime	Ehime SHINSOTSU OHEN Hello Work	〒790-0012 Matsuyama Gintengai Shopping Bldg. GET! 4F, 3-4-6, Minatomachi, Matsuyama-shi	089(913)7416	Mon·Fri 8:30~19:00 Tue·Wed·Thu 8:30~ 17:15 The Second and Fourth Sat. 10:00~17:00
Kochi	Kochi SHINSOTSU OHEN Hello Work	〒780-0822 Kataoka Bldg. 3F, 2-1-35, Obiyamachi, Kochi-shi	088(802)2076	Weekday 10:00~18:00

Fukuoka	Fukuoka SHINSOTSU OHEN Hello Work	〒810-0001 Elgala Office 12F, 1-4-2, Tenjin Chuo-ku, Fukuoka shi	092(714)1556	Weekday 9:30~18:00
	Kokura SHINSOTSU OHEN Hello Work	〒802-0001 AIM Bldg 2F, 3-8-1, Asano Kokurakita-ku, Kitakyushu-shi	093(512)0304	Weekday 10:00~18:00
Saga	Saga SHINSOTSU OHEN Hello Work	〒840-0826 KITAJIMA Bldg.2F, 2-2-7, Shirayama, Saga-shi	0952(24)2616	Mon~Sat 8:30~17:00
Nagasaki	Nagasaki SHINSOTSU OHEN Hello Work	〒852-8108 Nagasaki Seiyo-kan, M2F, 13-1, Kawaguchimachi, Nagasaki-shi	095(819)9000	Weekday 10:00~18:30
Kumamoto	Kumamoto SHINSOTSU OHEN Hello Work	〒862-0950 Suizenji Eki Bldg. 2F, 1-4-1, Suizenji, Chuo-ku, Kumamoto-shi,	096(385)8240	Weekday 8:30~17:15
Oita	Oita SHINSOTSU OHEN Hello Work	〒870-0029 OASIS Hiroba 21, B1F, 2-50, Takasago-machi Oita-shi	097(533)8600	Weekday 9:30~18:00
Miyazaki	Miyazaki SHINSOTSU OHEN Hello Work	〒880-2105 Hello Work Plaza Miyazaki, 1-39, Otsukadainishi, Miyazaki-shi	0985(62)4123	Weekday 8:30~18:00
Kagoshima	Kagoshima SHINSOTSU OHEN Hello Work	〒892-0842 Kagoshima Chamber of Commerce Bldg.(AIM)3F, 1-38, Higashi-Sengokucho, Kagoshima-shi	099(224)3433	Weekday 9:30~18:00
Okinawa	Naha SHINSOTSU OHEN Hello Work	〒900-0006 3F, 1-3-25, Omoromachi, Naha-shi	098(866) 8609(45#)	Weekday 8:30~17:15

List of Foreign Laborer counseling desks

Foreign Laborer counseling desks are available at following locations supervised by–Labor Bureau labor standards supervision section, or Labor Standards Office - within these municipalities, where counseling in foreign languages are available. Please contact each location for hours when such counseling is available.

In addition, there are Labor Standards offices where foreign language counseling is unavailable, but general counseling regarding labor conditions is available; in such cases, please strive to bring an interpreter with you.

Prefecture	Location	Postal Code	Address	Phone
Hokkaido	Hokkaido Labor Dept. Inspection division.	060-8566	Sapporo Joint Government Office Bldg. No.1, 1-1, Kita 8-jo Nishi 2-chome, Kita-ku, Sapporo-shi	011-709-2311
Iwate	Iwate Labor Dept. Inspection division.	020-8522	Morioka Joint Government Office Bldg. No.2, 1-9-15, Moriokaekinishitori, Morioka-shi	019-604-300
Miyagi	Miyagi Labor Dept. Inspection division.	983-8585	Sendai Joint Government Office Bldg. No.4, 1, Teppomachi, Miyagino-ku, Sendai-shi	022-299-8838
Fukushima	Fukushima Labor Dept. Inspection division.	960-8021	Fukushima Joint Government Office Bldg., 1-46, Kasumicho. Fukushima-shi	024-536-4602
Ibaraki	Ibaraki Labor Dept. Inspection division.	310-8511	1-8-31, Miyamachi, Mito-shi	029-224-6214
Tochigi	Tochigi Labor Dept. Inspection division.	320-0845	Utsunomiya Regional Joint Government Office Bldg. No.2, 1-4, Akebonocho, Utsunomiya-shi	028-634-9115
	Tochigi Labor Standards Supervision Office	328-0042	20-24, Numawadacho, Tochigi-shi	0282-24-7766
Gunma	Ohta Labor Standards Supervision Office	373-0817	104-1, Iizukacho, Ota-shi	0276-45-9920
Saitama	Saitama Labor Dept. Inspection division.	330-6015	LAND AXIS TOWER, 15F, 11-2, Shintoshin, chuo-ku, Saitama-shi	048-600-6204
Chiba	Chiba Labor Dept. Inspection division.	260-8612	Chiba Regional Joint Government Office Bldg. No.2, 4-11-1, Chuo, Chuo-ku, Chiba-shi	043-221-2304
Tokyo	Tokyo Labor Dept. Inspection division.	102-8306	Kudan Joint Government Office Bldg. No.3, 1-2-1, Kudanminami, Chiyoda-ku	03-3512-1612
Kanagawa	Kanagawa Labor Dept. Inspection division.	231-8434	Yokohama Joint Government Office Bldg. No. 2, 5-57, Kitanakadori, Naka-ku, Yokohama-shi	045-211-7351
Toyama	Toyama Labor Dept. Inspection division.	930-8509	Toyama Rodo Government Office Bldg., 1-5-5, Jinzuhonmachi, Toyama-shi	076-432-2730
	Takaoka Labor Standards Supervision Office	933-0062	1193, Aza Muranaka, Ejiri, Takaoka-shi	0766-23-6446
Fukui	Fukui Labor Dept. Inspection division.	910-8559	Fukui Haruyama Joint Government Office Bldg., 1-1-54, Haruyama, Fukui-shi	0776-22-2652
Yamanashi	Kofu Labor Standards Supervision Office	400-8579	2-5-51, Shimoiida, Kofu-shi	055-224-5611
Nagano	Nagano Labor Dept. Inspection division.	380-8572	1-22-1, Nakagoshoh, Nagano-shi	026-223-0553
Gifu	Gifu Labor Dept. Inspection division.	500-8723	Gifu Joint Government Office Bldg., 5-13, Kinryucho, Gifu-shi	058-245-8102

Shizuoka	Shizuoka Labor Dept. Inspection division.	420-8639	Shizuoka Regional Joint Government Office Bldg., 9-50, Otemachi, Aoi-ku, Shizuoka-shi	054-254-6352
	Hamamatsu Labor Standards Supervision Office	430-8639	Hamamatsu Joint Government Office Bldg., 1-12-4, Chuo, Naka-ku, Hamamatsu-shi	053-456-8147
	Iwata Labor Standards Supervision Office	438-8585	Iwata Regional Joint Government Office Bldg., 3599, Mitsuke, Iwata-shi	0538-32-2205
Aichi	Aichi Labor Dept. Inspection division.	460-8507	Nagoya Joint Government Office Bldg. No.2, 2-5-1, Sannomaru, Naka-ku, Nagoya-shi	052-972-0253
	Toyohashi Labor Standards Supervision Office	440-8506	Toyohashi Regional Joint Government Office Bldg., 111, Daikokucho, Toyohashi-shi	0532-54-1192
Mie	Yokkaichi Labor Standards Supervision Office	510-0064	2-5-23, Shinsho, Yokkaichi-shi	059-351-1661
	Tsu Labor Standards Supervision Office	514-0002	Tsu Regional Joint Government Office Bldg. No.2, 327-2, Shimazakicho, Tsu-shi	059-227-1282
Shiga	Hikone Labor Standards Supervision Office	522-0054	Hikone Regional Joint Government Office Bldg., 58-3, Nishiimacho, Hikone-shi	0749-22-0654
	Higashi Omi Labor Standards Supervision Office	527-8554	8-14, Yokaichimidorimachi, Higashiomi-shi	0748-22-0394
Kyoto	Kyoto Labor Dept. Inspection division.	604-0846	451, Kinbukicho, Oike-agaru, Ryogaemachidori, Nakagyo-ku, Kyoto-shi	075-241-3214
Osaka	Osaka Labor Dept. Inspection division.	540-8527	Osaka Joint Government Office Bldg. No.2, 4-1-67, Otemae, Chuo-ku, Osaka-shi	06-6949-6490
Hyougo	Hyougo Labor Dept. Inspection division.	650-0044	Kobe Crystal Tower, 16F, 1-1-3, Higashi-kawasakicho, Chuo-ku, Kobe-shi	078-367-9151
Okayama	Okayama Labor Dept. Inspection division.	700-8611	Okayama Joint Government Office Bldg., 1-4-1, Shimoishii, Kita-ku, Okayama-shi	086-225-2015
Hiroshima	Hiroshima Labor Dept. Inspection division.	730-8538	Hiroshima Joint Government Office Bldg. No.2, 6-30, Kamihacchobori, Naka-ku, Hiroshima-shi	082-221-9242
	Fukuyama Labor Standards Supervision Office	720-8503	1-7, Asahimachi, Fukuyama-shi	084-923-0005
Tokushima	Tokushima Labor Dept. Inspection division.	770-0851	Tokushima Regional Joint Government Office Bldg., 6-6, Jonai, Tokushimacho, Tokushima-shi	088-652-9163
Fukuoka	Fukuoka Labor Dept. Inspection division.	812-0013	Fukuoka National Government Bldg. ANNEX, 4F, 2-11-1 Hakataekihigashi, Hakata-ku, Fukuoka-shi	092-411-4862
Nagasaki	Nagasaki Labor Dept. Inspection division.	850-0033	Sumitomo-seimei Nagasaki Bldg., 7-1, Manzaimachi, Nagasaki-shi	095-801-0030
Ohita	Ohita Labor Dept. Inspection division.	870-0037	Oita Sophia Plaza Bldg. No.2, 17-20, Higashikasugamachi, Oita-shi	097-536-3212