

Application for Using a Childcare Facility

Please write the name of the month in English, not number.

Date: (August/22/2018)

To Executive (Financial and General Affairs), Hiroshima University

I am applying as follows:

You are expected to come and pick up your child by 7 pm but if it could be later frequently, also check the box of the "Extended Hours".

Type of Childcare Service	<input checked="" type="checkbox"/> Regular Childcare Service <input type="checkbox"/> Temporary Childcare Service
Check a box if you are applying for regular childcare service	<input checked="" type="checkbox"/> Basic Hours <input checked="" type="checkbox"/> Extended Hours
Period of Using the Service	From July/1/2019 to March/31/2020(Until the end of fiscal year at longest)
Hours of Using the Service	From 8:00 to 19:30
Frequency of Using the Service	<input checked="" type="checkbox"/> Approximately 20 days per month <input type="checkbox"/> Approximately XX days per week (Days of week: ) <input type="checkbox"/> As described in the attached 'A Plan for Using a Childcare Facility' (for temporary childcare service users only).

The Nursery asks parents to submit application forms for use of the nursery services for each fiscal year. Fill in the dates between April 1 and March 31 of the fiscal year.  
  
If you would like to use our Temporary Childcare Service for your child, submit an application form for each month.

If you submit this form before childbirth, write "Undecided" in the Name of your Infant column and enter your due date in the Date of Birth column.

Name of your Infant	Hirodai Himawari	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Date of Birth	July/1/2018
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If you are a student, write the name of your supervisor/tutor. Also, write his/her phone number or the name and phone number of the unit office staff in the "Emergency Contact" column.

Are you a student?	<input type="checkbox"/> No <input type="checkbox"/> Yes(MM/YYYY Regular or Temporary)
Signature	(Signature)
Name	Taro Hiroshima
Job Title	Associate Professor

We will get in contact with you by e-mail, so please be sure to fill in your e-mail address here.

Affiliation	Graduate School of Engineering (Your tutor's name)	Ext. XX
Home Address	〒123-4567 A-101,KOPO,7-8XXXX,Higashi-Hiroshima City	Tel: 090-1234-5678 E-mail: XXXX@hiroshima-u.ac.jp

If siblings of the infant are in Hiroshima University nursery facilities (Himawari Nursery School, Tanpopo Nursery School, Cosmos Nursery Room), fill in the name of the facility in the "Occupation" column.

Occupation	Hajime Hiroshima (Attachment Form No. 2)' completed by his/her employer.
Address of Work	1-2-3 Minami-Ku, Hiroshima City Tel: 082-XXX-XXXX E-mail: XXXX@ooo.co.jp

Name	Age	Relationship	Occupation
Hiroshima Kosumosu	35	Mother	Associate Professor
Hirodai Hajime	39	Father	Office Worker
Hirodai Tsukushi	7	Sister	XX Elementary School

Emergency Contact (Specify someone other than listed above)	Name: Hiroshima Taro (Relationship)Grand Father Tel: 082-XXX-XXXX
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Write the name of the person who can receive emergency contact from us and can pass along our message to you immediately.

Reason(s) for Application:	Because I and my spouse are working, we can not daycare daytime.
Your / your spouse's date of returning from maternity leave / childcare leave :	July/1/2019

Write the date on which you or your spouse will return to work from maternity leave or childcare leave. If both parents take childcare leave, fill in the planned return date which is the later of the two.

Other information you should be aware of:	Useful not to scratch her.
Boxes.	above will be used only for the purpose of processing your childcare facility, and will be neither used for any other purposes nor disclosed to third parties other than childcare service providers.

If your spouse is seeking employment when you apply, please fill out the "status of Job-seeking".

## Status of Job-seeking

If your spouse is seeking a job, tell us about his/her job-seeking status below.

1 I hereby report of the status of his/her job-seeking as follows. (Check all boxes that apply.)

- He/she has applied for a job offered by a company, etc.
- He/she had a job interview.
- He/she is scheduled to have a job interview.
- He/she goes to an employment security office (Hello Work) to seek a job.  
(Attach documents attesting to your spouse's job seeking such as a copy of his/her Hello Work Card or a job posting.)

Other (

Refer to [Example]s and describe the latest screening situation for each company etc.

2 Job-seeking progress:

Month and date	Name of company which your spouse applied for or had an interview with	Result or status (Example: "Rejected," "To have an interview on XX, XXXX," etc.)
	Phone number or location	
[Example] April 15	XXXX Co., Ltd.	Had an interview in response to a job posting at Hello Work
	082 (XXX) XXXX	Will be notified of acceptance or not on April 25
[Example] May 1	Manufacturing firm	Will have an interview on May 15
	Higashiroshima City	

\* Attach documents which prove his/her job-seeking activities described in Section 2 above (e.g. letter inviting your spouse to an interview).

\* Submit a Certificate of Employment (appended Form 2) soon after your spouse finds a job.

\* During your spouse's job-seeking period, the Regular Childcare Service will be available "until the end of the month in which the 90th day after the entry date falls. If the Certificate of Employment is not submitted after this period, you may not be allowed to use the Childcare Facility.