

### Application for Using a Childcare Facility

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

Date: ( August/12/20XX )  
Month/Day/Year

To Executive Vice President (Kasumi Campus, Faculty Personnel and Public Relations), Hiroshima University

I am applying as follows:

|  |  |   |                             |
|--|--|---|-----------------------------|
| Type of Childcare Service  | <input checked="" type="checkbox"/> Regular Childcare Service(Basic Hours, Extended Hours)<br><input type="checkbox"/> Temporary Childcare Service   |   |                             |
| Period of Using the Service  | From September/01/20XX to March/31/20XX (Until ...)<br><small>Month/Day/Year to Month/Day/Year</small>   |   |                             |
| Childcare service, please attach 'A Plan for Using a Childcare Service'                              | <input checked="" type="checkbox"/> Approximately 20 days per month<br><input type="checkbox"/> Approximately ___ days per week (Days of week)<br><input type="checkbox"/> As described in the attached 'A Plan for Using a Childcare Service' (Temporary childcare service users only). |   |                             |
| Name of your Infant  | Hirodai Himawari   | <input type="checkbox"/> Male<br><input checked="" type="checkbox"/> Female | Date of Birth               |
| Applying at this nursery   | <input checked="" type="checkbox"/> Yes( April/20XX ) Regular (Temporary)<br><small>Month/Year</small>   |   | <input type="checkbox"/> No |
| Name of your supervisor/tutor  | Hiroshima Kosumosu (Signature)<br>Hiroshima Kosumosu   |   |                             |
| Affiliation  | Graduate School of Biomedical & Health Sciences<br>(Your tutor's name)   | Job Title   | Associate Professor         |
| Home Address   | 〒123-4567 A-101,KOPO,7-8XXXX, Hiroshima City<br>Tel: 090-1234-5678 E-mail: XXXX@hiroshima-u.ac.jp  |   |                             |
| Name of your Spouse  | Hirodai Hajime   |   |                             |
| Name of his/her Place of Work  | XXXX Co.,Ltd.  |   |                             |
| Address of his/her Place of Work   | 1-2-3 Minami-Ku, Hiroshima City<br>Tel: 082-XXX-XXXX E-mail: XXXX@ooo.co.jp  |   |                             |
| * Please attach 'Certificate of Employment (Attachment Form No. 2)' completed by his/her employer.   |  |   |                             |
| Family Members who Live together   | Name   | Age   | Relationship                |
|  | Hiroshima Kosumosu   | 35  | Mother                      |
|  | Hirodai Hajime   | 39  | Father                      |
|  | Hirodai Tsukushi   | 7   | Sister                      |
| (Specify someone other than listed above)  |  | Name: Hiroshima Taro (Relationship) Grand Father Tel:090-XXXX-XXXX          |                             |
| Reason(s) for Application:<br>Because I and my spouse are working, we can not daycare daytime.       |  |   |                             |
| Your / your spouse's date of returning from maternity leave / childcare leave : / / (Month/Day/Year) |  |   |                             |
| Other information childcare staff should be aware of:  |  |   |                             |

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.

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 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.

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

Write the name of the person who can receive emergency contact from us and can pass along our message to you immediately.

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.

If you need dietary restrictions due to allergies or religious reasons, please be sure to fill in.

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<br>(Example: "Rejected," "To have an interview on XX, XXXX," etc.) |
|-----------------------|--|---|
|                       | Phone number or location   |   |
| [Example]<br>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]<br>May 1    | Manufacturing firm   | Will have an interview on May 15  |
|                       | Higashi-Hiroshima 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.