

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

Application for Using Cosmos Nursery Room

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

To Executive Vice President (Kasumi campus, Faculty apersonnel 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) <input type="checkbox"/> Temporary Childcare Service							
Period of Using the Service	From September/01/20XX to March/31/20XX (Until the end of fiscal year at longest) <small>Month/Day/Year Month/Day/Year</small>							
Childcare service, please attach 'A Plan for Using Cosmos Nursery Room'	Approximately 20 days per month Approximately ____ days per week (Days of week: _____) As described in the attached 'A Plan for Using Cosmos Nursery Room' (Childcare service users only).							
Name of your Infant	Hirodai Himawari	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Date of Birth: _____ <small>Month / Day / Year</small>					
Living at this room	<input checked="" type="checkbox"/> Yes (April/20XX Regular or Temporary) <input type="checkbox"/> No <small>Month / Year</small>							
(Signature) Hiroshima Kosumosu								
Affiliation		Graduate School of Biomedical & Health Sciences (Your tutor's name)	Ext. XXXX					
Home Address		〒123-4567 A-101,KOPO,7-8XXXX, Hiroshima City 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 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 <small>* If you have a member who belongs to Tanpopo nursery, enter the purport in the field of occupation.</small>	Name	Hiroshima Kosumosu	Age	35	Relationship	Mother	Occupation	Associate Professor
		Hirodai Hajime				Father		Office Worker
		Hirodai Tsukushi				Sister		XX Elementary School
Emergency Contact (Specify someone other than listed above)	Name: Hiroshima Taro (Relationship) Grand Father Tel:090-XXXX-XXXX							
(Necessary) Which nursery school's waiting list is your infant on?	Name of childcare facility: XXXX Nursery School							
Reason(s) for Application: Because I and my spouse are working,	Please be sure to fill in the condition that you are waiting for other childcare facilities.							
Your / your spouse's date of returning from maternity leave/ childcare leave:	/ / <small>Month/Day/Year</small>							
Other information childcare staff should be aware of:	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 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.

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

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 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
	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 Room.