

GCOEフェロー採用確認事項

No.		必要書類	注意事項	Documents	Notice
採用前 Pre-employment	1	履歴書 ※別紙参照1	<p>本学指定用紙に自筆・写真・捺印のもの 履歴書等は正確に、虚偽の記載があった時は相応の措置をとる事がある <外国人の場合> PC利用可/氏名・サインのみ自筆/訳文添付</p>	Curriculum vitae	<p>You have to make it definitely, especially your career. If you submit it falsely, you may take a penalty.</p> <p>With your photo, signature and Japanese translation about CV Foreigner only can make it by computer. Japanese is by handwriting.</p>
	2	最終学歴の卒業・修了証明書	在学中の場合、卒業・修了見込み証明書	Certificate of the latest graduation(completion) or copy of diploma	If you haven't finished University, you can submit a graduation letter instead of it.
	3	住民票記載事項証明書 ※別紙参照2	<p>従来の戸籍抄本に代わるもの <外国人の場合> 外国人登録原票記載事項証明書 今回が初めて来日する場合は、在留資格証明書</p>	Certificate of Registered Items in Resident Registry Ref. Sample	If you're foreigner, you have to submit a Certification of the Registered Information on the Alien (Foreign) Registration. If you don't come to JAPAN yet, you can submit a Certification of Eligibility(Status of Residence).
	4	勤務証明書	今回採用以前に、職歴がある場合のみ	Certificates of last employment	If you have worked before.
	5	健康診断書	金研では、採用後に公費で受診	Medical checkup report	After employment you can have it in case of IMR.
採用後 After employment	6	平成〇年扶養控除等申告書	<外国人の場合> 租税条約に関する届出書を提出した場合不要	Declaration for dependent allowance	If you submit tax treaties, you don't need it.
	7	租税条約に関する届出書	<外国人の場合のみ> 日本に居住して1年未満の外国人	Application for a tax treaties	You can use it within a year which you live in Japan.
	8	パスポート(写)	<外国人の場合のみ>	Copy of passport	Foreigner only Page is date of stamp which you come and your photo.
	9	年金手帳(写)	<p>または、基礎年金番号通知書 <外国人の場合> 外国人登録原票記載事項証明書</p>	Copy of a pension handbook	Or notice of basic pension number Copy of Alien (Foreign) Registration
	10	健康保険被扶養者資格取得届	扶養家族がいる方のみ	Acquisition of insurance qualification for dependents	If you have a family.
	11	健康保険証(新)	新規発行となるため、前職場にて取得したものは返却	New employment insurance	If you still have it in your last office, you have to return it
	12	口座振込申出書	通帳またはカード(写)	Application for account registration	Copy of your bank card or book
	13	住所届	通勤手当、住居手当の有無に関係なく提出	Application for address	In spite of any allowance.
	14	通勤届	<p>片道2km以上支給要件 交通機関利用の場合、定期券の写し、又はカードの写し 自家用車利用の場合、登録番号、及び通勤経路図記入</p>	Application for commute	Over 2km from your residence to the office. In case of the public transportation, copy of traffic pass or card. In case of driving by yourself, you have to submit an application for license number of your car and route.
	15	住居届	<p>准職員のみ 借家の場合、契約書(写)、領収書(写)、住民票 持家(自宅)の場合、契約書(写)、住宅引渡証(写)、住民票</p>	Application for residence	Only associate member class. In case of a house for rent, Cope of residence contract, cope of receipt, resident card In case of own house, Cope of contract, cope of house assignment, resident card
16	身分証明書発行申込書	希望者のみ	Application for University ID card	If you need.	
17	卒業・修了証明書(写)	採用時、見込証明書を提出の場合	Copy of diploma	If you haven't submitted it yet.	
休暇 Holiday	18	有給(年次)休暇	<p>雇用日より最初の6ヶ月は無休。7ヶ月目に10日/年付与 H19.1.1~開始>>H19.7.1-H20.6.30 10日間 1年経過 10日+1日+繰越日数(前回の残日数) 2年経過 10日+2日+繰越日数(前回の残日数) 最大20日間保有可</p>	Paid holiday	You can take 10days for a year after 6months that you start working. After a year, you can take 11days, add 1day each year. If you don't use it all of days, you can leave them next year ,and hold it until 20days.
	19	計画休暇	<p>指定日休暇(有給より消化) ただし、年次休暇の残がゼロ又は5日未満のものに対しては特別休暇</p>	Planing holiday	You have to spend 4days(August,as Jpanese Obon days) in your paid holiday. Even if you don't have a paid holiday or less than 5days, you can take it as a special holiday.
	20	夏季休暇	<p>7~9月の間に3日与えられる。 取得理由:旅行、休養、帰省のため</p>	Summer holiday	You can take 3days as a summer holiday from July to September, which is not connected with a paid holiday.
	21	特別休暇	忌引、有給がない場合の計画休暇取得など	Special holiday	Ex. Condolence holiday, planning holiday and etc.