

2015-2016

Basic knowledge to help with living in Japan  
Work / Employment

[Basic knowledge for working in Japan]



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This booklet summarizes the contents of a work seminar carried out by Workmate in 2015, and added the part on what seems necessary for a foreigner to work in Japan.

Job hunting in Japan isn't an easy thing for a foreigner. Job advertisements are mostly in Japanese, but when a foreigner looks for work, the public employment office (Hello Work) can be useful. In areas where a good number of foreigners live, there are also Hello Work offices with a consultation desk where foreign languages can be used, that helps foreigners wanting to find jobs. However, there aren't many such desks nationwide yet, and job information is also in Japanese, so it's not easy to use for a foreigner.

At the seminar of Workmate, Hello Work staff taught the basic knowledge to foreigners on what to do when looking for work. And a counselor indicated what the job seeker must be careful of after the company was found.

We hope that this booklet will be useful to foreigners trying to find a job in Japan.



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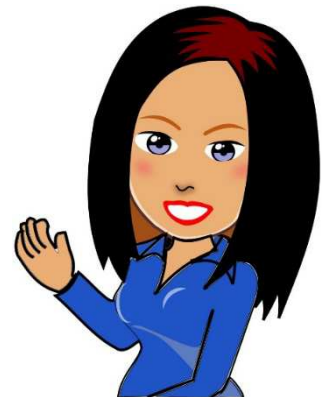
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# 1. Foreign nationals who are permitted to work in Japan.

"The Immigration Control and Refugee Recognition Law" prescribes fundamental regulations concerning the entry of foreign nationals for the purpose of working in Japan. Before you look for a job, let's check your status of residence. You can look for a job in Japan, even from abroad; you will need to acquire the status of residence required for the work.

## ○ Visa status with no limitations on jobs

Foreign nationals with the following residential statuses are permitted to work in Japan: "Permanent Resident", "Spouse or Child of Japanese National", "Spouse or Child of Permanent Resident" and "Long term Resident".

Foreigners having one of the above residential status are completely free to engage in any type of activity in Japan. They are free to do any type of job and also to change it if they wish.



## ○ Visa status with limitations on jobs

The residential statuses below are permitted to work within the limit of certain types of job. Foreigners having one of the residential statuses below can receive job counseling and placement service at Hello work. However, please note that even with one of these residential statuses, if he/she wishes to execute an income-generating business or receive remuneration in a different kind of residential status, then this person must obtain a permit for extra-status activities or change his/her residential status.

But statuses such as Technical Intern Training and Designated Activities, etc. can't apply for extra-status activities or change his/her residential status for work.

<b>Professor</b>	Activities for research, guidance of research or education at a university, equivalent educational institutions or colleges of technology.
<b>Artist</b>	Activities for the arts that provide income, including music, the fine arts, literature.
<b>Religious Activities</b>	Missionary and other religious activities conducted by foreign religious workers dispatched by foreign religious organizations.
<b>Journalist</b>	News coverage and other journalistic activities conducted based on a contract with foreign journalistic organizations.
<b>Business Manager</b>	Activities of operating international trade or some other business of a public or private organization in Japan or of managing such business
<b>Legal/Accounting Services</b>	Activities to engage in legal or accounting business, which is required to be carried out by registered foreign lawyers, or certified public accountants or those with other legal qualifications.
<b>Medical Services</b>	Activities to engage in medical treatment services, which are required to be undertaken by physicians, dentists or those with other legal qualifications.
<b>Researcher</b>	Activities to engage in research based on a contract with a public or private organization in Japan
<b>Instructor</b>	Activities to engage in language instruction and other education at an elementary school, junior high school, senior high school, secondary educational school , school for special needs education ,

	vocational school , miscellaneous educational institution , or the other educational institutions equivalent to vocational schools in facilities and curriculum.
<b>Engineer</b> <b>Specialist in humanities and International services</b>	Activities to engage in services, which require skills or knowledge pertinent to physical science, engineering or other natural science fields, or to engage in services, which require knowledge pertinent to jurisprudence, economics, sociology or other human science fields, or to engage in services which require specific ways of thought or sensitivity based on experience with foreign culture, based on a contract with a public or private organization in Japan.
<b>Intra-company transferee</b>	Activities of a staff member transferred to a business office in Japan for a limited period of time from a business office established in a foreign country by a public or private organization which has its head office, branch office or other business office in Japan, which are to be conducted at such business office in Japan.
<b>Entertainer</b>	Activities to engage in theatrical performances, dramatic performances, musical performances, sports or any other performing art activities.
<b>Skilled Labor</b>	Activities to engage in services, which require industrial techniques or skills belonging to special fields based on a contract with public or private organizations in Japan.
<b>Technical Intern Training</b>	1) Activities to acquire knowledge through group training courses and activities to acquire skills through employment agreements. (a) Activities performed by an individual enterprise accepting employees of companies with whom the individual enterprise has business relations such as joint ventures overseas (Individual enterprise-based training). (b) Activities performed under the supervision and responsibility of a non-profit organization such as a trade association (Association managed training). 2) Activities for a person who has acquired knowledge and skills to engage in business that requires such knowledge and skills through an employment agreement.
<b>Designated Activities</b>	Under this status, it is permitted to work only in the activities designated by the Ministry of Justice, such as those on the working holiday scheme or in technical intern training program.
<b>Highly Skilled Professional</b>	1) Activities which come under any of the following (a) to (c) to be conducted by foreign nationals who meet the criteria provided for by an ordinance of the Ministry of Justice as human resources who possess advanced and specialized skills, and who are expected to contribute to the academic research and economic development of Japan. (a) Activities of engaging in research, research guidance or education (b) Activities of engaging in work requiring specialized knowledge or skills in the field of natural sciences or humanities (c) Activities of operating international trade or some other

	business of a public or private organization in Japan 2) The following activities to be conducted by foreign nationals who engaged in the activities given in 1 and who meet the criteria provided for by an ordinance of the Ministry of Justice as persons whose residence will contribute to the interests of Japan.
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○ **Visa status that do not permit work**

Foreigners with the residential status below are not allowed to engage in income-generating business nor receive remuneration.

- "College Student"
- "Pre-college Student"
- "Dependent"
- "Cultural Activities"
- "Temporary Visitor"

In case foreigners with the status of "College Student", "Pre-college Student" or "Dependent" wish to work, they must obtain a permit for extra-status activities from the Immigration Bureau before they can start working. However, the permission is given only when it is clear that such activity does not affect his/her primal activity. Part-time jobs by college students and pre-college students is permitted to be within the scope that will not be a hinder to their studies which is their primal activity. For example, college students are permitted to work up to 28 hours a week (occasional students and research students, up to 14 hours a week). Besides, part-time job by pre-college students has to be within four hours a day



**2. Looking for jobs at Hello Work**

Public Employment Security Offices (PESOs), nicknamed as "Hello Work", provide a vital safety net for jobseekers. PESOs are often the last resort for those who need special assistance, who tend to have difficulties finding employment through private job placement companies.

○ **Purpose of Hello Work**

It is a stable institution under the jurisdiction of the Ministry of Health, Labour and Welfare, made in order to provide employment opportunities, it is an employment security office that introduces work free of charge (Hello Work). It receives instructions from the Ministry of Health, Labour and Welfare, Prefectural Labour Bureau has developed the employment measures in response to the industry and unemployment situation in the region. Hello Work offers a place for all job seekers and plays a role as the last safety net to help them, while the private sector in the employment placement business has difficulties in linking jobseekers to employment.

○ **Hello Work Services**

- 1) Job placement, vocational counseling, and developing job opportunities by visiting local firms
- 2) Unemployment verification and providing unemployment benefits
- 3) Employment Insurance and support for jobseekers

## ○ How to find jobs at Hello work.

Here is the procedures for applying a job at Hello Work (PESO).

### STEP 1

Register yourself for a job application. You need to fill in the application form to complete a registration. Your residence card is also requested to show at the registration.



### STEP 2

Your Hello Work card will be issued. You can use this card any Hello Work offices in Japan.



### STEP 3

Employment counseling. The staff will discuss with you about your desired working conditions such as types of work, wages, working hours, etc. The staff will search the companies which are close to your requests.

※The special staffs are available just for foreign jobseekers in Hello Work Kobe and Himeji offices. But in other offices, those staffs are not available, so you need to look through the companies' information through the computer at Hello Work.



### STEP 4

If you could come up with a company which you wish to work, then the staff of Hello Work will contact the company to make an arrangement for job interview and/or exam.



### STEP 5


Hello Work will write you a letter of introduction. You need to send a letter of introduction, a resume, ID photo, and others materials requested by the company. The employer may ask you to bring those materials with you on a day of job interview.



### STEP 6

Job interview. You must visit exact place on exact time and date which the employer ask you to come.



Will be hired / Not hired  if you are not hired, then continue to step 3 ~ step 5

The result of the job interview is not only announced to you, but also the Hello Work. Unfortunately, if you are not hired, then please go back step 3.

When you look for a job in Japan, please make use of the Public Employment Security Offices. (= Hello Work Offices, PESO) Public Employment Security Offices provide services such as job counseling, offering information about job in Japan vacancies, placement service, etc. to foreign nationals having residential statuses which allow them to work. 600 Public Employment Security Offices in major municipalities in Japan are connected by an on-line system, so you can get information about job vacancies in any of Public Employment Security Offices. You can make use of these offices nearby when you look for a job. If you need language assistance, there are some offices with Employment Service Corner for Foreigners where interpreters are available (in Tokyo / throughout Japan). Furthermore, there is the "Employment Service Center for Foreigners" in Tokyo, in Nagoya and also in Osaka.





### 3. What is required at the time of interview

#### 1) Preparing a resume

The company will ask you to bring your resume for a job interview. The employment staff will check your experiences through the resume, and they may decide whether they hire you or not. It is very important to make your resume seem nice. You need to write it neatly, so it will be easy-to-read.



#### 2) Interview

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

#### 3) Employment

After the interview, you might be admitted, or not admitted. Even if you are admitted, you can decline the employment when you are not agreeable. In some cases, the employer might suggest less favorable condition, according to your ability than that indicated in the job application card. If you are to agree to the employment, you should confirm the working condition again with the employer.

If you are declined by that employer, you can consult with PESO again.

#### ○ How to write a resume

Your resume will be the first contact you have with your prospective employer. In order to convey to the employer that you are sincerely seeking employment, 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.

If an error is made, you must start again on a new sheet. As well, try to fill up all blank spaces on the resume as much as possible.

Standard paper resume (like next page), you can buy in the stationery store and convenience stores. Try to write in Japanese. Translation are on the next page.

#### Employment Service Center for Foreigners

**【Osaka office】 TEL 06-7709-9465**

English, Chinese, Portuguese, Spanish interprets available

Mon.~Fri. 10:00~18:00 (Closed on Sat, Sun, and holidays)

Hankyu Grand Building 16<sup>th</sup> Floor, 8-47 Kakuta-cho, Kitaku, Osaka shi

**【Tokyo office】 TEL 03-5339-8625**

Odakyu DaiichiSeimei Building 21<sup>st</sup> Floor, 2-7-1 Nishi-Shinjuku, Shinjuku, Tokyo

**【Nagoya office】 TEL 052-264-1901**

Chunichi Building 12<sup>th</sup> Floor, 4-1-1 Sakae Nakaku, Nagoya shi

Source: [PDF] For Foreign Nationals Wishing to Work in Japan. Available at:  
<<http://www.mhlw.go.jp/bunya/koyou/gaikokujin12/pdf/english.pdf>>





年	月	学歴・職歴 (各別にまとめて書く)
⑫Year	⑬Month	⑭Education and/or work experience (cont.)

年	月	免許・資格
⑮Year	⑯Month	⑰Licenses and/or Qualifications

志望の動機、特技、好きな学科など  ⑱Reasons of applying this job, special skills, and favorite subjects etc.	通勤時間	⑲Commuting time	分
	扶養	⑳Dependant	人
	配偶者	㉑Spouse	配偶者の扶養義務

本人希望記入欄 (特に給料、職種、勤務時間、勤務地、その他についての希望などがあれば記入)
⑳Write down if you have any wishes for salaries, position, working hours, working places, etc.

保護者(本人が未成年の場合のみ記入)		TEL.
ふりがな	住所 〒	
氏名		FAX.

○ **How to conduct yourself in an interview**

Whether you're employed seems often decided by interview. What kind of thing is it better to be careful of in interview?

☆ **How to GET a job in Japan Interview**

- ☀️ **Cheerful**
- ☀️ **Openhearted**
- ☀️ **Motivated**

☆ **Remaining in the impression is**

- \*Verbalism . . . 7%
- \*First impression . . . 55%
- \*Voice . . . 38%

※THE rule of Mehrabian

☆ **5 general rules of business manners**

- \* Appearance
- \* Greetings
- \* Respect and attitudes
- \* Facial expression
- \* Correct use of language

→ **First impression**

☆ **Appearance**

**The importance of clean and decent !**

**Garments**

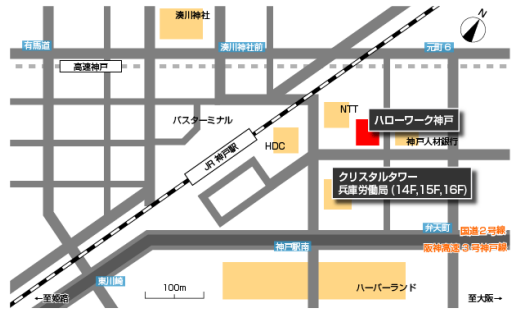
- ◎ Business suit (white shirt)
- ◎ Polish your shoes
- ◎ Clean shaven (male)
- ◎ Natural make-up (female)




**Hello Work with Interpreters in Hyogo Prefecture**

**Kobe Office 078-362-8609 078-362-8610**

English	Wed. Thu. 10:00 - 12:00 13:00 - 17:00
Portuguese	Wed. Thu. 10:00 - 12:00 13:00 17:00
Spanish	Wed. Thu. 10:00 - 12:00 13:00 - 17:00
Chinese	Mon. 10:00 - 12:00 13:00 - 16:00
	Tue. 10:00 - 12:00 13:00 - 17:00



**Himeji Office 079-222-8609**

English	Mon. Wed. 10:00~12:00 13:00 - 17:00
Portuguese	Mon. Wed. 10:00~12:00 13:00 - 17:00
Spanish	Mon. Wed. 10:00~12:00 13:00 - 17:00
Chinese	First/Third/5th Thu. 13:00 - 16:00
Vietnamese	Second/Fourth / Thu. 13:00~17:00

**Hello Work Kobe Office**  
 神戸市中央区相生町 1-3-1  
 1-3-1 Aioi-cho, Chuo-ku, Kobe-shi

**Hello Work Himeji Office**  
 姫路市北条字中 250  
 250 Azanaka Hojo, Himeji-shi

## 日本の暮らしに役立つ基礎知識—仕事編

### 日本で働くための基礎知識(1)

このブックレットは、2015年にワークメイトがおこなった「しごとセミナー」の内容をまとめ、外国人が日本ではたらくために必要と思われる部分を追加したものです。

外国人にとって日本でしごとを探すことはかんたんなことではありません。日本語での求人案内がほとんどですが、公共職業紹介所(ハローワーク)では外国人が仕事を探すときにも使えます。外国人が多いところでは外国語に対応する窓口があるところもあり、働く人のためのサービスをしています。ただし、そういう窓口はまだ全国的には少なく、求人情報も日本語なので外国人にとって使いやすいとはいえません。

今回のワークメイトの「しごとセミナー」では、ハローワークの方からしごとをさがすときの基礎知識をおしえていただきました。そして、働きたい会社が見つかったあと、面接にはどんなことに気をつけなければならないかについて、カウンセラーの方にお聞きしました。このブックレットが、日本でしごとをさがす外国人にとって役に立つものであることを願っています。



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# 1. 外国人が日本で働ける在留資格

日本に住んでいる外国人は、日本に住む目的ごとに在留資格が与えられ、在留資格の種類によって、就ける仕事の内容が決められています。仕事を探す前に、自分の在留資格を確認してみましょう。海外でも日本での仕事を探すことができますが、仕事に即した在留資格の取得が必要です。

## ● 職種に制限がない在留資格

「特別永住者」、「永住者」、「日本人の配偶者等」、「永住者の配偶者等」、「定住者」という在留資格では、仕事の職種や活動の制限がなく、さまざまな分野で報酬を受ける活動ができます。

「特別永住者」＝日本の旧植民地出身者(韓国・朝鮮人、中国人の子孫、無期限)

「永住者」＝法務大臣が永住を認めた長期滞在者(無期限)

「日本人の配偶者等」＝日本人の配偶者(夫、妻)と日本人の子として出生した者(5年、3年、1年又は6カ月)

「永住者の配偶者等」＝永住者、特別永住者の配偶者(夫、妻)。これらの子として日本で生まれ、その後引き続き日本に在留している者(5年、3年、1年又は6カ月)

「定住者」＝法務大臣が特別な理由で一定の居住を認める者(日本人の子を育てる親、難民、日系3世等。5年、3年、1年又は6カ月)

## ● 職種に制限がある在留資格

以下の在留資格では夫々の滞在資格に決められた職種での仕事、活動しかできません。指定以外の収入を得る仕事や活動は、事前に入国管理局で「資格外活動」、または「在留資格変更」の許可を受けなければなりません。ただし、活動(技能実習や研修、特定活動等)によっては、他の仕事への「資格外活動」や「在留資格変更」の許可を受けることはできません。

「教授」＝日本の大学、高等専門学校での研究、研究の指導、教育活動

「芸術」＝収入を伴う音楽、美術、文学その他の芸術上の活動

「宗教」＝外国の宗教団体により日本に派遣された宗教活動

「報道」＝外国の報道機関との契約に基づいて行う取材、報道上の活動

「経営・管理」＝日本において貿易その他関連する事業の経営活動

「法律・会計業務」＝外国法事務弁護士、外国公認会計士業務に従事する活動

「医療」＝医師、歯科医師その他法律上資格を有する者が行う医療に係る業務活動

「研究」＝日本の公私の機関との契約に基づいて研究を行う業務活動

「教育」＝教育機関において語学教育その他の教育をする活動

「技術・人文知識・国際業務」＝日本の公私の機関と行う技術または知識を要する業務活動

「企業内転勤」＝日本の本店、支店において外国にある事業所の職員が転勤して行う活動

「興行」＝演劇、演芸、演奏、スポーツ等の興行に係る活動またはその他の芸能活動

「技能」＝日本の機関と契約し産業上の特殊な分野に属する熟練技能業務に従事する活動

「特定活動」＝EPAに基づく外国人看護師・介護福祉士候補者、ワーキングホリデーなど、

「技能実習」＝日本の技能、技術、知識の開発途上国への移転を目的に技能を実習する活動

「高度専門職1号、2号」＝高度な専門的知識を有する活動(平成24年から高度人材受入れ促進のため、ポイント制による優遇措置を設け、職種選択、配偶者の就労、親の呼び寄せ、家事使用人などを認める。)

## ● 日本で仕事ができない在留資格

「留学」、「家族滞在」の在留資格では、収入を得るしごとができません。ただし、留学生や家族滞在者が就労を希望する場合、本来の活動の妨げにならない範囲で、資格外活動許可を入管に申請することができます。例えば大学生の場合、1週28時間以内(研究生など1週14時間の場合もあります)のアルバイトができます。これらの就労が認められるためには、入国管理局へ資格外活動許可の申請が必要です。「文化活動」、「短期滞在」の在留資格では収入のある仕事は一切できません。

## 2. ハローワークで仕事を探す

ハローワークというのは、安定した雇用機会を提供するために作られた厚生労働省管轄の機関で、無料でしごとを紹介する「公共職業安定所」です。「職安(しよくあん)」、または「ハローワーク」と呼ばれています。無料で職業紹介をするほかに、雇用保険の手続きや失業後の再就職支援も行っています。ハローワークは日本各地にあり、外国人の窓口サービスがあるところは多言語で対応しています。

### ● ハローワークの目的

安定した雇用機会を提供するために作られた厚生労働省管轄の機関で、無料でしごとを紹介する職業安定所(職安、ハローワーク)。厚生労働省の指示を受け、都道府県労働局が地域の産業・雇用失業情勢に応じた雇用対策を展開しています。ハローワークはその窓口となっています。民間の職業紹介事業等では就職へ結びつけることが難しい就職困難者を中心に支援する最後のセーフティネットとしての役割を担っています。

### ● ハローワークのサービス

- 1 無料の職業紹介
- 2 失業給付の支給
- 3 雇用保険事業

### ● ハローワークで仕事を探す方法

#### 来所から面接までの流れ

**STEP1** 求職登録をする。初めて来所した場合、求職申込書に必要事項を記入して窓口へ提出する。登録には、在留カードが必要。

**STEP2** 登録が済むとハローワークカードが発行される。ハローワークカードは日本全国どこのハローワークでも使えます。

**STEP3** 1)職業相談をして、求人票の検討をする。外国人相談コーナーで相談できる。2)自分にあった仕事の求人票を探す。3)興味のある求人票をコピーする。

**STEP4** 求人票と求人カードを窓口へ提出し、職業紹介をハローワーク職員に依頼する。職員が会社に電話して面接の予約をしてくれる。

**STEP5** ハローワークが紹介状を発行する。履歴書・職務経歴書・顔写真などの応募書類に紹介状を添えて、面接先が指定する住所へ送付するか、面接先に持参する。

**STEP6** 決められた日時に、決められた場所に面接に行く。

雇用 / 不採用



step 3 ~ step 5 を繰り返す

選考結果は応募者だけでなく、ハローワークにも連絡することになっている。あいにく不採用の場合は採用されるまでステップ3~5を繰り返す。

### 3. 面接で気をつけたいこと

- 1 面接時は履歴書を用意して持って行きます。履歴書には求職者の経歴を書くので、求職者がどんな仕事に適しているか判断する材料になります。ていねいによくわかるように書く必要があります。
- 2 面接には遅れないようにすること。もしなにかあれば紹介状にある会社の担当者に連絡をして面接のキャンセルあるいは延期を相談してください。
- 3 面接後、採用が決定しても自分が思っていた内容と異なるなどで、就労を断ることもできます。仕事の内容や条件は再度確認するのが良いでしょう。就労が決定しなければ再度ハローワークに相談して下さい。

#### ● 履歴書の書き方

履歴書は応募する会社との最初の接点です。就職したいという気持ちが伝わるように偽りは書かずに、わかりやすく書くことです。履歴書は手書きで、黒のボールペンを使い、ていねいに書きます。書き間違えともう一度新しく書きましょう。履歴書の規格用紙は文具店やコンビニで買えます。日本語で書くようにしましょう。

#### ● 面接の受け方

面接によって、採用されるかどうかが決まることが多いようです。どのようなことに気をつけるのがいいのでしょうか。

面接には、笑顔、素直な気持ち、そしてやる気を見せましょう。

印象として残るのは、第一印象が55%で、声が38%です。

ビジネスマナーの5原則によって第一印象が作られます。

\* 外観 \* あいさつ \* 態度 \* 顔の表情 \* 正しい言葉の使い方

衣服、外観は、清潔で品性があることが重要です。

\* ビジネススーツ \* 靴を磨く \* 髭をそる(男性) \* 自然な化粧(女性)



### 兵庫県のハローワーク

#### 通訳を配置しているハローワーク

#### 外国人の雇用サービスコーナー(兵庫県)

神戸公共職業安定所 外国人雇用 サービスコーナー	650-0025 神戸市中央区相生町 1-3-1	(078)362-8609	中国語・英語・ポルトガル語・スペイン語による就職についての相談
姫路公共職業安定所 外国人雇用 サービスコーナー	650-0947 姫路市北条字中 250	(079)222-8609	英語・ポルトガル語・スペイン語による就職についての相談

出典・参考文献:厚生労働省ホームページ「日本で働こうとする外国人のみなさまへ」For Foreign Nationals Wishing to Work in Japan.

外国人雇用サービスセンター<http://tokyo-foreigner.jsite.mhlw.go.jp/>



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