

CURRICULUM VITAE OF THE TECHNICAL INTERN TRAINEE

Prepared on YY/MM/DD

① Name	Roman letters		② Gender	Male / Female
	Kanji characters		③ Date of birth	Year Month Day (Age:)
④ Nationality (country or region)			⑤ Native language	Language:
⑥ Current address				
⑦ Educational background	Period		Name of school	
	~			
	~			
⑧ Employment history	Period		Name/place of employment (Occupation)	
	~		()	
	~		()	
	~		()	
	~		()	
⑨ Employment history pertaining to the skills, etc. the trainee intends to acquire	Type of work: No. of years:		Type of work: No. of years:	
⑩ Previous visits to Japan	<input type="checkbox"/> Yes (From: to:) *Eligibility: <input type="checkbox"/> Technical intern training <input type="checkbox"/> Others) • <input type="checkbox"/> No <input type="checkbox"/> If you have worked in Japan on a Foreign Construction/Shipbuilding Worker Acceptance Program: Duration of return to home country after Technical Intern Training Program II (from: Year Month Day, to: Year Month Day) Duration of return to home country after employment in construction/shipbuilding (from: Year Month Day, to: Year Month Day) <input type="checkbox"/> If you have worked in Japan on an Acceptance Program for Candidates for Nurses and Certified Careworkers under the Economic Partnership Agreement (EPA): Duration of return to home country after working as a nurse/certified careworker candidate (from: Year Month Day, to: Year Month Day)			

⑪ Previous experience of technical intern training and its category	<input type="checkbox"/> Yes (From: _____ to: _____) • <input type="checkbox"/> No <input type="checkbox"/> A (Individual-enterprise-type technical intern training (i)) <input type="checkbox"/> D (Supervising-organization-type technical intern training (i)) <input type="checkbox"/> B (Individual-enterprise-type technical intern training (ii)) <input type="checkbox"/> E (Supervising-organization-type technical intern training (ii)) <input type="checkbox"/> C (Individual-enterprise-type technical intern training (iii)) <input type="checkbox"/> F (Supervising-organization-type technical intern training (iii))
⑫ Previous non-issuance of a certificate of eligibility	<input type="checkbox"/> Yes (From: _____ to: _____) / <input type="checkbox"/> No
⑬ Others	
⑭ Signature of the technical intern trainee	

Notes;

For Section 1, please write the name exactly as given in the passport in Roman letters (if a passport has not yet been issued, the name used in the passport application), and if there is a name in Kanji characters, please write it together with the Roman letters)

WRITTEN PLEDGE OF THE INTERMEDIATING ORGANIZATION ON ACCREDITATION OF THE TECHNICAL INTERN TRAINING PLAN

I hereby pledge the following matters at the time of mediating supervising-organization-type technical intern training for the following technical intern trainee of the following applicant.

Name of the applicant (implementing organization)	
Name of the supervising organization	
Name of the technical intern trainee (nationality)	

Details

【Details of the pledge】

1. I pledge that our organization will never collect deposits or otherwise manage the property of supervising-organization-type technical intern trainees, their relatives, or other related persons, regardless of the reason therefor.
2. I pledge that our organization will not impose penalties, etc. on the supervising-organization-type technical intern trainee, the implementing organization of supervising-organization-type technical intern training, the supervising organization or the preparatory organization in a foreign country in preparation for the possibility of the non-performance of a contract pertaining to technical intern training by a supervising-organization-type technical intern trainee.
3. The supervising-organization-type technical intern trainee, etc. has entered into an agreement having sufficiently understood the amount and the breakdown of expenses to be paid to the applicable organization in relation to the mediation for the application for supervising-organization-type technical intern training or the preparations for the supervising-organization-type technical intern training in a foreign country.
4. In addition to the above, I hereby pledge that our organization will never violate any laws or ordinances relating to technical intern training.

Prepared on DD/MM/YY

Name of the intermediating organization

Name and title of person preparing this written pledge

Seal

**WRITTEN SUMMARY AND WRITTEN PLEDGE OF THE PREPARATORY
 ORGANIZATION IN A FOREIGN COUNTRY**

① Name of the organization	
② Name of the representative	
③ Address	(Tel.:) (Email:)
④ Date of establishment	Date:
⑤ Connection to the technical intern trainee	<input type="checkbox"/> Person involved in implementing pre-entry lectures <input type="checkbox"/> Others (Details of preparations:)
⑥ Industry, major products and key business	

Notes.

Sections ⑦ and ⑧. Give the amount in the local currency or USD, and write the amount converted into Japanese yen in parentheses.

I hereby declare that the statement given above is true and correct. In addition, I hereby pledge that our organization will never violate any laws or regulations relating to technical intern training in relation to the preparations for the technical intern training.

Prepared on DD/MM/YY

Name of preparatory organization in a foreign country

Name and title of person preparing this written summary and written pledge

Seal

**WRITTEN EXPLANATION OF IMPORTANT MATTERS RELATING TO TREATMENT
DURING THE PERIOD OF THE TECHNICAL INTERN TRAINING**

To: _____

I hereby explain the treatment given to technical intern trainees during the period of the technical intern training as given below. Since the contents are important, we ask that you take time to fully understand each section.

1 Treatment during intern training

The period of employment contract, place of employment (technical intern training), contents of work to be engaged in (occupation and operations), work hours, etc., holidays, vacation, wages, matters concerning resignation, social insurance, labor insurance, accommodation, and other matters are as indicated in the accompanying sheet, “written employment conditions.”

(Note) Attach a picture or floor plan of the accommodation in order to illustrate the outline of said accommodation.

2 Treatment during the post-entry lectures

1 Lectures allowance (per month)	①Payment of an allowance	<input type="checkbox"/> Yes(Allowance amount / Details of the allowance:) <input type="checkbox"/> No
	②Remarks	
2 Food allowance (per month)	①Payment of an allowance	<input type="checkbox"/> Yes (Details of allowance:) <input type="checkbox"/> No
	②Expenses to be paid by the technical intern trainee	<input type="checkbox"/> Yes (Details of the expenses:) <input type="checkbox"/> No
	③Remarks	
3 Accommodation allowance (per month)	①Payment of an allowance	<input type="checkbox"/> Yes (Details of allowance:) <input type="checkbox"/> No
	②Expenses to be paid by the technical intern trainee	<input type="checkbox"/> Yes (Details of the expenses:) <input type="checkbox"/> No
	③Type of accommodation	<input type="checkbox"/> Dormitory (boarding)/ <input type="checkbox"/> Rented housing/ <input type="checkbox"/> Others ()
	④Name of accommodation	
	⑤Address	〒 — (Tel.: — —)
	⑥Size	Area (m ²), Capacity (No. of persons:), Room size per person (m ²)

4 Others	
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(Note) For Section 4, please give a description if there are any special details such as an allowance other than those listed in Sections 1 to 3

3 Changes in the training site (for supervising-organization-type)

Changes in the training site are possible, except for cases where there are unavoidable circumstances, if the technical intern trainee wishes to engage in technical intern training that corresponds to the item iii, having achieved the goal of technical intern training that corresponds to the item ii, (passing the practical skills test of the Grade 3 Trade Skills Test), and moreover, an excellent implementing organization of technical intern training or an excellent supervising organization agrees to accept the technical intern trainee.

4 Other matters

(Note) Please give a description if there are any special details that need to be noted.

I have given an explanation of the above contents.

Year Month Day

Name of person giving the explanation: Seal

(Relation to the applicant (Implementing Organization):)

I hereby declare that I received an explanation on the above contents from the abovementioned person giving the explanation, and fully understood the contents.

Year Month Day

Signature of the Technical Intern Trainee

**WRITTEN EXPLANATION OF IMPORTANT MATTERS RELATING TO TREATMENT
DURING THE PERIOD OF THE TECHNICAL INTERN TRAINING**

To: _____

I hereby explain the treatment given to technical intern trainees during the period of the technical intern training as given below. Since the contents are important, we ask that you take time to fully understand each section.

1 Treatment during intern training

The period of employment contract, place of employment (technical intern training), contents of work to be engaged in (occupation and operations), work hours, etc., holidays, vacation, wages, matters concerning resignation, social insurance, labor insurance, accommodation, and other matters are as indicated in the accompanying sheet, "written employment conditions."

(Note) Attach a picture or floor plan of the accommodation in order to illustrate the outline of said accommodation.

2 Changes in the training site (for supervising-organization-type)

Changes in the training site are possible, except for cases where there are unavoidable circumstances, if the technical intern trainee wishes to engage in technical intern training that corresponds to the item iii, having achieved the goal of technical intern training that corresponds to the item ii, (passing the practical skills test of the Grade 3 Trade Skills Test), and moreover, an excellent implementing organization of technical intern training or an excellent supervising organization agrees to accept the technical intern trainee.

3 Other matters

(Note) Please give a description if there are any special details that need to be noted.

I have given an explanation of the above contents.

Year Month Day

Name of person giving the explanation Seal

(Relation to the applicant (Implementing Organization):)

I hereby declare that I received an explanation on the above contents from the above-mentioned person giving the explanation, and fully understood the contents.

Year Month Day

Signature of the Technical Intern Trainee _____

WRITTEN DECLARATION OF THE TECHNICAL INTERN TRAINEE

I hereby declare the following matters.

Details

I am aware that the purpose of the technical intern training program in Japan is to promote international cooperation by transferring skills, etc. to developing regions etc.

I wish to acquire skills, etc. pertaining to _____ that would be difficult to acquire, etc. in my home country of _____, and when I return to my home country after completing the technical intern training, I would like to work on transferring the skills, etc. to my home country through _____.

In order to engage in the technical intern training in Japan, neither I nor any person related to me has entered a contract giving a deposit to another person. In addition, I do not expect to enter into such a contract in the future.

In order to engage in the technical intern training in Japan, neither I nor any person related to me is having money or other property controlled by another person. In addition, I do not expect to enter into such a contract in the future.

In order to engage in the technical intern training in Japan, neither I nor any person related to me has entered into a contract to pay a penalty in cases of non-performance of the contract pertaining to the technical intern training such as when the prescribed technical intern training has not been completed as planned. In addition, I do not expect to enter into such a contract in the future.

I hereby declare that the statement given above is true and correct.

Date:

Signature of the technical intern trainee _____

Reference Form 1-21 (related to Article 8, item (xix) of the Ordinance)

(Japanese Industrial Standards A Row 4)

Pages D, E, F

WRITTEN STATEMENT OF EXPENSES PAID IN THE HOME COUNTRY RELATING TO PREPARATIONS FOR THE TECHNICAL INTERN TRAINING

1. Summary of sending a technical intern trainee to Japan

① Name of the technical intern trainee	Roman letters	
	Kanji characters	
② Name of the intermediating sending organization		
③ Name of the implementing organization of the technical intern training		
④ Name of the supervising organization		

Notes.

Section ①. Write the name exactly as given in the passport in Roman letters (if a passport has not yet been issued, the name used in the passport application), and if there is a name in kanji characters, give it together with the Roman letters).

2. Items and amounts of expenses collected by the intermediating sending organization

	Item	Date of collection	Amount
1		DD/MM/YY	(yen)
2		DD/MM/YY	(yen)
3		DD/MM/YY	(yen)
4		DD/MM/YY	(yen)
5		DD/MM/YY	(yen)
Total			(yen)

Notes.

Give the amount in the local currency or USD, and write the amount converted into Japanese yen in parentheses.

3. Items and amounts of expenses collected by the preparatory organization in a foreign country

	Name of the organization collecting the expenses (role in sending the technical intern trainee)	Item	Date of collection	Amount
1	()		DD/MM/YY	(yen)
2	()		DD/MM/YY	(yen)
3	()		DD/MM/YY	(yen)
4	()		DD/MM/YY	(yen)
5	()		DD/MM/YY	(yen)
				Total (yen)

Notes.

1. Preparatory organizations in a foreign country include all organizations involved in the preparations of the technical intern training such as the place of employment in the home country of the technical intern trainee and the organization that conducts the pre-entry lectures.
2. In addition to the name, describe the role played by the organization collecting the expenses in sending the technical intern trainee in parentheses.
3. Give the amount in the local currency or USD, and write the amount converted into Japanese yen in parentheses.

We have collected expenses of the amounts given in 2 from the technical intern trainee, and have ensured that the technical intern trainee sufficiently understands the breakdown of the expenses, and we are also aware that another organization involved in sending the technical intern trainee has collected the expenses given in 3 from the technical intern trainee. In addition, we have confirmed that no other expenses except for those given in 2 and 3 are being collected from the technical intern trainee.

Prepared on DD/MM/YY:

Name of intermediating sending organization

Name and title of person preparing this written statement

Seal

I paid the amounts described in 2 and 3 to the intermediating sending organization and other organization involved in sending me to Japan, and understand the breakdown of the expenses. In addition, I have not been paid any expenses other than the expenses listed in 2 and 3.

Prepared on DD/MM/YY:

Signature of the technical intern trainee _____

Reference Form 1-23 (related to Article 8, item (xxi) of the Ordinance)
(Japanese Industrial Standards A Row 4)
Pages D, E, F

LETTER OF RECOMMENDATION FOR THE TECHNICAL INTERN TRAINEE

We hereby recommend that _____, the technical intern trainee to be sent by _____, the sending organization of our country engage in technical intern training pertaining to _____ from (MM/YY _____) to be accepted by _____, the implementing organization via _____, the supervising organization in Japan.

This letter of recommendation shall be valid for one year from the date of issue.

Prepared on DD/MM/YY:

Name of public organization:

Name and title of person preparing this letter of recommendation

Seal

(Official seal)

Reference Form 2-9 (related to Article 27, paragraph (1), item (xi)(a) of the Ordinance)
 (Japanese Industrial Standards A Row 4)

No.	
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WRITTEN SUMMARY OF THE SENDING ORGANIZATION IN A FOREIGN COUNTRY

① Name of the organization		
② Name of the representative		
③ Address	(Tel.:) (Email:)	
④ Date of establishment	DD/MM/YY:	
⑤ Industry and key business		
⑥ Capital amount	(yen)	
⑦ Sales (most recent year)	(yen)	
⑧ No. of full-time employees	No.:	
⑨ Name of administrator		
⑩ Contact details in Japan	I Name	
	II Address	Postal code - (Tel.: - -)
	III Name of representative (in cases of a juridical person)	
	IV No. of employees	

Notes.

1. Do not write anything in sections that have this mark ※.
2. Sections ⑥ and ⑦. Give the amount in the local currency or USD, and write the amount converted into Japanese yen in parentheses.

3. Section ⑨. Write details of the person responsible for conducting the business relating to the technical intern training.
4. Section ⑩. Fill this section in if you have a place of business in Japan.

I hereby declare that the statement given above is true and correct.

Prepared on DD/MM/YY:

Name of sending organization in a foreign country

Name and title of person preparing this written summary

Seal

Reference Form 2-10 (related to Article 27, paragraph (1), item (xi) (d) of the Ordinance)
(Japanese Industrial Standards A Row 4)

**WRITTEN STATEMENT OF EXPENSES COLLECTED BY THE SENDING ORGANIZATION
IN A FOREIGN COUNTRY**

Expenses collected by the sending organization in a foreign country

	Item	Timing of collection	Amount and calculation method
1			(yen)
2			(yen)
3			(yen)
4			(yen)
5			(yen)
			Total (yen)

Notes.

1. Give the amount in the local currency or USD, and write the amount converted into Japanese yen in parentheses.
2. If the amount cannot be given due to such reason as the amounts differing for each technical intern, describe the method used to calculate the amount.

I hereby declare that the statement given above is true and correct. In addition, when collecting the expenses in the amounts stated above from the technical intern trainee, we will ensure that the technical intern trainee fully understands the breakdown of the expenses.

Prepared on DD/MM/YY:

Name of sending organization in a foreign country:

Name of person preparing this written statement:

Seal

(Japanese Industrial Standards A Row 4)

**WRITTEN PLEDGE OF THE SENDING ORGANIZATION IN A FOREIGN COUNTRY
RELATING TO THE LICENSE FOR SUPERVISING ORGANIZATIONS**

I hereby pledge the following matters at the time of mediating the applications for supervising-organization-type technical intern training for the supervising organization given below.

Name of the applicant (supervising organization)	
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Details

【Details of the pledge】

1. I pledge that our organization has been recommended by a public organization of the country or region in which the place of business conducting business relating to sending supervising-organization-type technical intern trainees to Japan is located as a sending organization which is able to appropriately mediate the applications for supervising-organization-type technical intern training for the supervising organization in Japan.
2. I pledge that our organization will appropriately select and send to Japan only those persons, who intend to engage in supervising-organization-type technical intern training having understood the purpose of the system.
3. I pledge that our organization will clearly state and make the method of calculating the fees and other expenses to be collected from the supervising-organization-type technical intern trainees, etc. public, and will also clearly explain these expenses to the supervising-organization-type technical intern trainees to ensure they are fully understood.
4. I pledge that our organization will provide assistance for employment placement and other necessary support so that those who have completed the supervising-organization-type technical intern training and who have returned to their home country are able to appropriately utilize the skills, etc. that they have acquired.
5. I pledge that our organization will cooperate with any surveys conducted by the Minister of Justice and the Minister of Health, Labor and Welfare, or OTIT on the status of transfer, etc. of the skills etc. by persons who have completed the supervising-organization-type technical intern training, and any other requests relating to proper implementation of technical intern training and protection of the technical intern trainees received from the Minister of Justice and the Minister of Health, Labor and Welfare, or OTIT.
6. I pledge that neither our organization nor any of our officers are persons who have been sentenced to imprisonment or a greater punishment (including equivalent punishments imposed in accordance with foreign laws and regulations), and for whom five years have not yet passed since the completion of the sentence or since the date on which the person ceased to be subject to the execution of the sentence.

7. I pledge that our organization will conduct business related to the technical intern training in accordance with the laws and regulations of the country or region where the place of business conducting business relating to sending the supervising-organization-type technical intern trainees to Japan is located.
8. I pledge that neither our organization nor our officers have collected a deposit in relation to the technical intern training from a technical intern trainee or his or her relative or any other person who has a close relationship with the technical intern trainee in terms of a social life, or have otherwise managed their property within the past five years regardless of the reason therefor, nor will we do so in the future.
9. I pledge that neither our organization nor our officers have entered into a contract stipulating penalties with regard to non-performance of a contract pertaining to the technical intern training or some other contract which otherwise expects the transfer of undue money or property within the past five years, nor will we do so in the future.
10. I pledge that neither our organization nor our officers have committed assault, intimidation, restriction of freedom or any other acts of infringement of human rights against a supervising-organization-type technical intern trainee, etc. within the past five years, nor will we do so in the future.
11. I pledge that neither our organization nor our officers have used or provided a forged or altered document, etc. for the purpose of illegally obtaining accreditation of a technical intern training plan, the purpose of illegally obtaining the license of a supervising organization, or the purpose of concealing facts in violation of the provisions of laws and regulations relating to immigration or labor, nor will we do so in the future.
12. I pledge that in mediating the application for supervising-organization-type technical intern training, our organization has checked with the person who intends to become a supervising-organization-type technical intern trainee that the supervising-organization-type technical intern trainee, etc. his or her relative or any other person who has a close relationship with the technical intern trainee in terms of a social life have not been subjected to the acts given in the abovementioned 8 and 9 in relation to the technical intern training.
13. In addition to those matters listed in 1 to 12, I pledge that our organization possesses the necessary capability to appropriately mediate applications for supervising-organization-type technical intern training for the supervising organization in Japan.

Prepared on DD/MM/YY:

Name of sending organization in a foreign country

Name and title of person preparing this written pledge

Seal

Reference Form 2-12 (related to Article 27, paragraph (1), item (xi)(f) of the Ordinance)
(Japanese Industrial Standards A Row 4)

**LETTER OF RECOMMENDATION FOR THE SENDING ORGANIZATION IN A FOREIGN
COUNTRY**

I hereby recommend _____, a sending organization of our country as an organization to mediate applications for supervising-organization-type technical intern training for a supervising organization in Japan since it has been recognized:

- To appropriately select and send to Japan persons who intend to engage in supervising-organization-type technical intern training having understood the purpose of the program.
- To clearly stipulate and make the method of calculating fees and other expenses collected from the supervising-organization-type technical intern trainees, etc. public, and to clearly explain these expenses to the supervising-organization-type technical intern trainees, etc. to ensure they are understood.
- To provide assistance for employment placement and other support so that those who have completed the supervising-organization-type technical intern training are able to appropriately utilize the skills, etc. that they have acquired, etc.

The valid period of this letter of recommendation shall be for one year from the date of issue.

Prepared on DD/MM/YY:

Name of public organization:

Signature _____

(Official stamp including the date)