**“*ANNEX A”***

|  |  |
| --- | --- |
| **EMPLOYER/COMPANY** | **:** |
| **WORKER** | **:** |
| **JOB POSITION/TITLE** | **:** |
| *Job Description* | **:** |
| 1. **List of Actual Duties/Work Assignment of the Worker**
 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 1. **List of Criteria/Qualifications Required by the Company**
 |
|  | College Graduate/Bachelor’s Degree in \_\_\_\_\_\_\_\_\_\_\_ |
|  | Language Proficiency:1. Japanese Language – JLPT \_\_\_ level or its equivalent
2. English Language – Business level
 |
|  | Related Experience: at least \_\_\_\_\_ year/s |
|  | Others: \_\_\_\_\_\_ |
|  | Others: \_\_\_\_\_\_ |

**“*ANNEX B”***

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| --- |
| **SALARY SCHEME/BREAKDOWN** |
| **EMPLOYER/COMPANY** | **:** |
| **WORKER** | **:** |
| **JOB POSITION/TITLE** | **:** |
| 1. **Basic Monthly Salary**
 | : JPY |
| 1. **Approximate Deductions**
 |  |
| 1. Income Tax
 | : JPY |
| 1. Social Insurance/Shakai hoken *(health insurance, employment insurance, pension)*
 | : JPY |
| 1. Housing / Accommodation
 | : |
| 1. Accommodation Utilities
 | : |
| 1. **Total Deductions (1+2+3+4)**
 | : JPY |
| **Net pay/Take home pay (A-C)** | : JPY |
|  |
| 1. **Other Allowances/Benefits (monthly/yearly)**
 |
| 1. Housing / Accommodation
 | : JPY |
| 1. Accommodation Utilities
 | : JPY |
| 1. Commutation/Transportation
 | : actual cost or JPY |
| 1. Technical allowance (if any)
 | : JPY |
| 1. (Other allowances)
 |  |
| 1. (Other allowances)
 |  |