

(Please TYPE/ENCODE, do not write)

APPLICATION FORM for Additional Job Order/Manpower [NEW Position]		
COMPANY NAME		:
<input type="radio"/> Direct Employer	<input type="radio"/> Dispatch/Staffing Company	<input type="radio"/> Placement/Recruitment Agency/Company
Name and Position of the Official Representative		:
Authorized Representative <small><i>*not listed in the tokibo tohon but authorized by the Company President/CEO to sign the contract (employment documents)</i></small>		:
Company Office Address		:
Contact Number & Email Address		:
Website		:
Contact Person <small><i>*in-charge of the documents/application *company can only designate 1 contact person preferably HR personnel, attach calling card/meishi</i></small>		:
Position in the Company		:
Contact Number & Email Address		:
Partner Philippine Recruitment Agency		:
Name and Position of the Official Representative		:
Address		:

FILIPINO WORKERS CURRENTLY WORKING IN THE COMPANY		
NAME	POSITION	VISA STATUS <small>(permanent resident/eng'g humanities etc.)</small>
1.		
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- * Embassy authentication (red ribbon) is **not required**
- * The documents should be arranged/organized in the following order
- * Use A4 size paper only

DOCUMENTARY REQUIREMENTS		REMARKS (Put check here if complied)
1 Manpower Request	<ul style="list-style-type: none"> ✓ Signed by the Company Representative ✓ Addressed to PRA 	
2 Master Employment Contract	<ul style="list-style-type: none"> ✓ With original signatures of Company Representative and PRA Representative on ALL pages (and Actual Employer for Placement/Recruitment Agency/Company) ✓ Details of the worker/employee is not yet required, leave it blank ✓ Contains all POEA mandatory provisions (see POLO-SKILLED-PRADirect-2019v1) If the company has a standard contract, make sure to incorporate all POEA mandatory provisions. ✓ If the contract is not signed by the Company President/CEO. Submit Authorization Letter (SPA) signed by the Company President giving signing authority to the person who signed the contract. 	
3 Salary Scheme	<ul style="list-style-type: none"> ✓ Indicating the Basic Monthly Salary; Approximate Deductions; Take Home/Net Pay and Other Benefits as may be applicable (Use the POLO-SKILLED-Form 01-2019v1) 	
4 List of Duties & Responsibilities of the worker	<ul style="list-style-type: none"> ✓ Actual work assignment/duties of the worker (Use the POLO-SKILLED-Form 02-2019v1) 	
5 List of Criteria/Qualifications Required for the position	<ul style="list-style-type: none"> ✓ For example, academic requirement, skills/expertise needed, number of work experience needed, age requirement, etc. (Use the POLO-SKILLED-Form 02-2019v1) 	

- * Type or encode, do not write on the forms

The following are additional requirements for DISPATCH:

For OLD Client – Submit copy of the previously-approved Job Order from the employer/client
 For NEW Client – Submit (1) Job Order Request from employer/client; (2) Notarized Service Agreement between Dispatch Company and its Clients; (3) List of Names and Addresses of Clients

The following are additional requirements for PLACEMENT/RECRUITMENT AGENCY:

For OLD Client – Submit copy of the previously-approved Job Order from the employer/client
 For NEW Client – Submit (1) Job Order Request from actual; (2) Notarized Service Agreement between the Placement Agency and the actual employer; (3) Notarized Joint Affidavit of Undertaking by the Placement Agency and the actual Employer; (4) Business License or valid commercial registration of the actual employer (with English translation)

EMPLOYMENT CONTRACT

This Employment contract is executed and entered into by and between:

A. EMPLOYER DETAILS	
Company Name	:
Complete Address	:
Tel. No.	:
B. REPRESENTED IN THE PHILIPPINES BY	
PRA Name	:
Complete Address	:
C. EMPLOYEE DETAILS	
Name	:
Philippine Address	:
Civil Status	:
Passport No.	:
Date & Place of Issue	:

Voluntarily binding themselves to the following terms and conditions:

1. Site of Employment/ Place of Employment <i>*exact address:</i>	
2. Contract Duration/ Term of Employment: _____ <i>*commencing from the employee's departure from the point of origin to the site of employment</i> <i>*minimum of 1 year, maximum of 3 years</i> <input type="checkbox"/> The contract shall be automatically renewed <input type="checkbox"/> The contract is not renewable <input type="checkbox"/> Renewal of contract shall be determined by volume of work to be done at the time the term of the contract expires, employee's work record and work attitude, employee's capability, business performance of the company	
3. Employee's Position:	
4. Basic Monthly Salary <i>*excluding allowances:</i>	
5. Working Hours etc. <i>*Maximum of 8 hours per day; 40hrs per week</i> a. Opening Time () Closing Time () b. Rest period () minutes c. Regular Working Days: _____ (Monday, Tuesday etc.) d. Regular Days Off: _____ (Saturday, Sunday etc.)	
6. Additional pay rate for Overtime <i>*in accordance with Japan Labor Laws</i> a. For work over regular working hours: <u>125%</u> b. For work on designated rest days & holidays: <u>135% to 150%</u> c. For night work: <u>125%</u>	
7. Leave with Full Pay/Paid Leave: <i>*in accordance with Japan Labor Laws, minimum of 10days/year for those working continuously for 6 months and more</i> a. Vacation Leave: <i>*indicate specific number of days</i> _____ b. Sick Leave: <i>*indicate specific number of days</i> _____	

Employer Signature/Hanko

PRA signature

Employee signature

8. Free transportation to the site of employment and in the following cases, free return transportation to the point of origin:

- ✓ expiration of the contract;
- ✓ termination of the contract by the employer without just cause;
- ✓ if the employee is unable to continue to work due to work connected or work aggravated injury of illness;
- ✓ force of majeure; and
- ✓ in such other cases when contract of employment is terminated through no fault of the employee.

9. Accommodation/Housing Subsidized Housing/Accommodation:

- () Company-owned property/dormitory, with monthly deduction of _____ (*including utilities, should not exceed JPY25,000*)
- () Rented/leased property, with monthly allowance of _____ (*minimum of JPY20,000 plus initial set-up to be shouldered by the employer*)
- () Free accommodation
- () Others: _____

10. Free emergency medical and dental services and facilities including medicine. Workmen's compensation benefits for service-connected illness or injuries or death in accordance with the pertinent law of Japan and Shakai Hoken/Social Insurance will be provided by the employer.

11. Personal life accident insurance in accordance with host government and/ or Philippine government laws without cost to the worker.

12. In the event of death of the employee during the terms of this agreement, his remains and personal belongings shall be repatriated to the Philippines at the expense of the employer. In the case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the employee's next kin and/ or by the Philippine Embassy/ Consulate nearest the jobsite.

13. The employer shall assist the Employee in remitting a percentage of his salary through the proper Banking channel or other means authorized by law.

14. Termination:

- a. **Termination by Employer:** The employer may terminate this Contract on the following just causes: serious misconduct, willful disobedience of employer's lawful orders, habitual neglect of duties, absenteeism, insubordination revealing secrets of establishment, when employee violates customs, traditions, and laws of _____ and/ or terms of this Agreement. The employee shall shoulder the repatriation expenses.
- b. **Termination by Employee:** The employee may terminate this Contract without serving any notice to the employer for any of the following just causes: serious insult by the employer or his representative, inhuman and unbearable treatment accorded the employee by the employer or his representative, commission of a crime/ offense by the employer or his representative. Employer shall pay the repatriation expenses back to the Philippines.

b.1 The employee may terminate this Contract without just cause by serving one (1) month in advance notice to the employer. The employer upon whom

no such notice was served may hold the employee liable for damages. In any case, the employee shall shoulder all expenses relative to his repatriation back to his point of origin.

- c. **Termination due to Illness:** Either party may terminate the contract on the ground of illness, disease or injury by the employee. The employer shall shoulder the cost of repatriation.

15. **Settlement of disputes:** All claims and complaints relative to the employment contract of the employee shall be settled in accordance with the Company policies, rules and regulations. In the case the employee contests the decision of the employer, the matter shall be settled amicably with the participation of the Labor Attaché or any authorized representative of the Philippine Embassy/ Consulate nearest competent or appropriate government body in host country or in the Philippines if permissible by host country laws at the option of the complaining party.

16. The employee shall observe employer's company rules and abide by the pertinent laws of the host country and respect its customs and traditions.

17. Applicable Law: Other terms and conditions of employment, which are consistent with the above provisions, shall be governed by the pertinent laws of Japan and Philippines

In witness thereof, we hereby sign this contract this _____ day of _____,
_____ at Manila, Philippines,

Employee
(signature over printed name)

Employer/Company Representative
(signature and hanko over printed name)

Philippine Representative/Licensed Recruitment Agency
(signature over printed name)

SALARY SCHEME/BREAKDOWN

NAME OF COMPANY	
POSITION	

A. Basic Monthly Salary	:
B. Approximate Deductions	
1. Income Tax	:
2. Social Insurance/Shakai hoken <i>(health insurance, employment insurance, pension)</i>	:
3.	:
4.	:
5.	:
C. Total Deductions (1+2+3+4+5)	:
Net pay/Take home pay (A-C)	:

Other Allowances/Benefits (monthly)	
1. Housing	:
2. Commutation/Transportation	:
3. Technical allowance (if any)	:
4.	:
5.	:
6.	:
TOTAL ALLOWANCES	

**Company hanko/seal here*

NAME OF COMPANY	:
POSITION	:
<i>Job Description</i>	:

A. List of Actual Work Assignment/Responsibilities of the worker	
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B. List of Criteria/Qualifications Required by the Company for the Job Position	
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**Company hanko/seal here*