

## ■ 日本で就労するには

日本で就労するには、就労することが認められている在留資格を持ち、仕事の内容が、その在留資格で認められた活動であることが必要です。就職に当たっては、日本の労働に関する法律や制度を知っておきましょう。

## ■ 日本で仕事を探すとき〔ハローワーク(公共職業安定所)〕

公共職業安定所は職業相談・援助を行う機関で、求職者の能力に適合する職業や賃金、勤務時間、通勤等の諸条件にあった会社の紹介を行っています。通訳を配置した「外国人雇用サービスコーナー」等のある所もあります。

## ■ Working in Japan

In order to work in Japan, you must hold a status of residence that allows employment. The type of work you are doing must also fall under the type of activities allowed by your status of residence.

Upon becoming employed, be sure to familiarize yourself with the laws and systems involved with labor in Japan.

## ■ Job Searching in Japan (Hello Work [Public Employment Security Offices])

Public employment security offices are institutions which offer career counseling and support. These institutions introduce people seeking employment to companies with conditions that match their personal qualifications such as suitable positions, salary, working hours, and commuting time.

There are also locations which provide interpretation at Employment Service Corners for Foreigners.

### ハローワーク(公共職業安定所)

Hello Work (Public Employment Security Offices)

(As of April 2018)

名前 Name	住所 Address	電話 Telephone	言語 Languages	時間 Hours
千葉 (Chiba)	Chiba-shi Mihama-ku Saiwai-cho 1-1-3	043-242-1181	Japanese	Mon-Fri 8:30am-5:15pm
			English	Mon: 10:30am-12:00pm, 1:00pm-3:30pm Wed, Fri: 1:00pm-4:00pm
			Portuguese	Mon:10:30am-12:00pm, 1:00pm-3:30pm Wed:1:00pm-4:00pm
			Spanish	Fri:1:00pm-4:00pm
ハローワーク プラザちば (Hello Work Plaza Chiba)	Chiba-shi Chuo-ku Shinmachi 3-13 Chiba TN bldg. 1F	043-238-8300	Japanese	Mon, Fri: 8:30am-7:00pm Tue, Wed, Thu: 8:30am-5:15pm 2nd and 4th Sat: 10:00am-5:00pm
マザーズハロ ーワークちば (Mothers' Hello Work Chiba)	Chiba-shi Chuo-ku Shinmachi 3-13 Chiba TN bldg. 1F	043-238-8100	Japanese	Mon-Fri: 8:30am-5:15pm 2nd and 4th Sat: 10:00am-5:00pm

なまえ 名前 Name	じゅうしょ 住所 Address	でんわ 電話 Telephone	げんご 言語 Languages	じかん 時間 Hours
千葉南 (Chiba-Minami)	Chiba-shi Chuo-ku Minamicho 2-16-3 Kaikikan Soga Ekimae Bldg. 3F, 4F	043-300-8609	Japanese	Mon,Wed,Fri: 8:30am-5:15pm Tue,Thu: 8:30am-6:00pm 1st and 3rd Sat: 10:00am-5:00pm
			Chinese	Tue: 10:00am-12:00pm, 1:00pm-3:00pm
			English Spanish	Thu: 10:00am-12:00pm, 1:00pm-3:00pm
ハローワーク プラザ市原 (Hello Work Plaza Ichihara)	Ichihara-shi Sarashina 5-1-18	0436-23-6941	Japanese	Mon, Tue, Wed, Fri: 8:30am-5:00pm Sat: 8:30am-5:00pm
市川 (Ichikawa)	Ichikawa-shi Minami Yawata 5-11-21	047-370-8609	Japanese	Mon-Fri: 8:30am-5:15pm 2nd and 4th Sat: 10:00am-5:00pm
			English Chinese	Wed: 10:00am-12:00pm, 1:00pm-3:00pm
銚子 (Choshi)	Choshi-shi Higashi Shiba-cho 5-9	0479-22-7406	Japanese	Mon-Fri: 8:30am-5:15pm
館山 (Tateyama)	Tateyama-shi Yawata 815-2	0470-22-2236	Japanese	Mon-Fri: 8:30am-5:15pm
木更津 (Kisarazu)	Kisarazu-shi Fujimi 1-2-1 SPARKLE CITY KISARAZU Bldg. 5F	0438-25-8609	Japanese	Mon-Fri: 8:30am-5:15pm
佐原 (Sawara)	Katori-shi Kita 1-3-2	0478-55-1132	Japanese	Mon-Fri: 8:30am-5:15pm
茂原 (Mobara)	Mobara-shi Takashidai 1-5-1 Mobara Chiho Godochosha Bldg. 1F	0475-25-8609	Japanese	Mon-Fri: 8:30am-5:15pm
いすみ (Isumi)	Isumi-shi Ohara 8000-1	0470-62-3551	Japanese	Mon-Fri: 8:30am-5:15pm
松戸 (Matsudo)	Matsudo-shi Matsudo 1307-1 Matsudo Bldg. 3F	047-367-8609	Japanese	Mon-Fri: 8:30am-5:15pm, 1st and 3rd Sat: 10:00am-5:00pm
			English	Mon: 10:00am-12:00pm, 1:00pm-3:00pm Tue: 1:00pm-5:00pm
			Chinese	Wed: 1:00pm-5:00pm
			Portuguese	Tue: 1:00pm-5:00pm
			Spanish	Mon: 10:00am-12:00pm, 1:00pm-3:00pm
ハローワーク プラザ柏 (Hello Work Plaza Kashiwa)	Kashiwa-shi Kashiwa 4-8-1 Kashiwa Higasi-guti Kaneko Bldg 3F	04-7166-8609	Japanese	Mon-Fri: 10:00am-7:00pm
野田 (Noda)	Noda-shi Mizuki 2-6-1	04-7124-4181	Japanese	Mon-Fri: 8:30am-5:15pm

なまえ 名前 Name	じゅうしょ 住所 Address	でんわ 電話 Telephone	げんご 言語 Languages	じかん 時間 Hours
船橋 (Funabashi)	Funabashi-shi Minato-cho 2-10-17 (1st.bldg.)  Funabashi-shi Hon-cho 2-1 Funabashi Square 21 bidg (2nd bldg.)	047-431-8287	Japanese	Mon-Fri: 8:30am-5:15pm (1st.bldg.) Mon,Tue,Thu: 8:30am-5:15pm Wed,Fri: 8:30am-7:00pm 1st and 3rd Sat:10:00am-5:00pm (2nd bldg.)
			Chinese	Mon: 10:00am-12:00pm, 1:00pm-3:00pm
			English	Tue,Thu:10:00am-12:00pm, 1:00pm-3:00pm
			Portuguese	Tue:10:00am-12:00pm, 1:00pm-3:00pm
			Spanish	Thu:10:00am-12:00pm, 1:00pm-3:00pm
成田 (Narita)	Narita-shi Karabe 3-4-2	0476-27-8609	Japanese	Mon-Fri: 8:30am-5:15pm
			English	Tue,Thu: 11:00am-12:00pm, 1:00pm-4:00pm
			Spanish	Thu: 11:00am-12:00pm, 1:00pm-4:00pm
			Portuguese	Tue: 11:00am -12:00pm, 1:00pm-4:00pm
			Chinese	Fri: 11:00am-12:00pm, 1:00pm-4:00pm

### ◇東京外国人雇用サービスセンター

日本で就職を希望する外国人留学生の方、  
専門的・技術的分野の在留資格の方の就職支援

を行う公共職業安定機関です。

\*英語・中国語の通訳員が配置されていますが、  
指定された日となりますので、通訳が必要な方は  
予め電話でご確認ください。

時間: 午前10:00-午後6:00(土・日・祝日及び  
年末年始は休み)

所在地: 〒163-0721新宿区西新宿2-7-1

小田急第一生命ビル 21階

電話: 03-5339-8625

<https://jsite.mhlw.go.jp/tokyo-foreigner/>

### ◇Tokyo Employment Service Center for Foreigners

A public employment security office providing career support to exchange students from other countries wishing to work in Japan, as well as to individuals with a status of residence for specialized or technical fields.

\* English and Chinese interpreters are available, but only on certain days. If interpretation services are required, please call in advance.

Hours: 10:00 am-6:00 pm (Except for Saturdays, Sundays, national holidays, and the year-end and New Year holidays)

Location: 21F Odakyu Daiichi Seimei Building, 2-7-1, Nishi Shinjuku, Shinjuku-ku, Tokyo 163-0721  
Telephone: 03-5339-8625

<https://tokyo-foreigner.jsite.mhlw.go.jp/english.html>

### ◇新宿外国人雇用支援・指導センター

日本人の配偶者等、定住者などの就労に制限のない在留資格の方・アルバイトを希望する外国人留学生・就学生の方等の就職支援を行っています。

\*英語・中国語の通訳員が配置されていますが、  
完全予約制ですので、通訳が必要な場合は必ず  
事前に電話で予約してください。

### ◇Shinjuku Foreigners' Employment Assistance and Guidance Center

Offers career support to individuals married to Japanese spouses or with statuses of residence such as permanent residence status which allow for any type of career, foreign exchange students who are seeking a part time job, as well as foreign pre-college students.

English, Chinese interpreters are available, but only by advance appointment. Arrangements can be made by calling

時間: 午前 8:30-午後 5:15 (土・日・祝日及び  
年末年始は休み)  
所在地: 〒160-8489 東京都新宿区歌舞伎町

2-42-10

ハローワーク新宿 (歌舞伎町庁舎) 1階  
電話: 03-3204-8609

[https://jsite.mhlw.go.jp/tokyo-foreigner/gaikokujin\\_center\\_goannai/gaikokujin\\_koyou\\_center/map2.html](https://jsite.mhlw.go.jp/tokyo-foreigner/gaikokujin_center_goannai/gaikokujin_koyou_center/map2.html)

### ◇外国人労働者向け相談ダイヤル (厚生労働省)

労働条件に関する問題について、法令の説明や  
各関係機関の紹介を行っています。  
英語、中国語、ポルトガル語、スペイン語、タガログ  
語の5言語に対応しています。  
各言語の電話番号とスケジュールについては URL  
をご参照ください。

[http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou\\_roudou/roudoukijun/foreign/index.html](http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/roudoukijun/foreign/index.html)

### ■ 労働契約の締結

日本で働く人は、国籍・性別を問わず、また入国  
管理法上、合法、違法を問わず原則として、日本の  
労働基準法、最低賃金法、労働安全衛生法、  
労働者災害補償保険法などが適用されます。  
後日のトラブルを避けるため、労働契約を結ぶとき  
は、労働条件を文書にせよと良いでしょう。  
雇用者は、労働者に、次の労働条件を文書で明示  
するよう義務付けられています。

- ① 労働の契約期間
- ② 契約更新の基準
- ③ 仕事をする場所、仕事の内容
- ④ 仕事を始める時刻と終わりの時刻、決められた

the following number.

Hours: 8:30 am - 5:15 pm (Except for Saturdays,  
Sundays, national holidays, and the year-end and New  
Year holidays )

Location: 〒160-848 Tokyo-to, Shinjuku-ku, Kabuki-cho  
2-42-10

Hello Work Shinjuku (Kabukicho Office) 1F

Telephone: 03-3204-8609

[https://jsite.mhlw.go.jp/tokyo-foreigner/english/spec\\_1/about\\_2/map2.html](https://jsite.mhlw.go.jp/tokyo-foreigner/english/spec_1/about_2/map2.html)

### ◇Telephone Consultation Service for Foreign Workers (Ministry of Health, Labor and Welfare)

This service will address problems with respect to work  
conditions by explaining laws and making referrals to  
concerned organizations.

It will be available in five languages (English, Chinese,  
Portuguese, Spanish and Tagalog). For each telephone  
number and schedule per each language, refer to the URL  
below.

[http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou\\_roudu/roudoukijun/foreign/index.html](http://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudu/roudoukijun/foreign/index.html)

### ■ Entering into an Employment Contract

The Japan Labor Standards Act, Minimum Wage Act,  
Industrial Safety and Health Act, as well as Workmen's  
Accident Compensation Insurance Act all apply to any  
individual working in Japan regardless of nationality and  
gender, and regardless of whether or not the individual is  
staying in Japan with appropriate status in accordance with  
immigration laws.

In order to avoid problems at a future date, it is a good idea  
to have the conditions of employment written out in a  
document format prior to  
closing an employment contract. It is obligatory for  
employers to declare the following items in document format  
for employees.

- ① The term of the employment contract
- ② Guidelines for contract renewal
- ③ Location and content of work
- ④ The beginning and ending times of the workday, whether

- 労働時間を超える労働の有無、休憩時間、休日、休暇など
- ⑤賃金の決定、計算及び支払いの方法、賃金の締切り及び支払いの時期、昇給に関する事
- ⑥退職に関する事

**労働相談**

賃金・労働時間・安全衛生・労働災害に対する補償などのトラブルの相談は、最寄りの労働局又は労働基準監督署でお答えしています。

**◇千葉労働局労働基準部監督課**

外国人のための労働相談窓口を開設しています。  
 時間：(英語での相談日) 火・木曜日  
 午前9:00-午後5:00(第1火曜日、第5火曜日・木曜日を除く)  
 所在地：千葉市中央区中央4-11-1千葉第2地方合同庁舎  
 電話：043-221-2304

**◇労働基準監督署**

千葉県内の労働基準監督署でも相談を受け付けています。

- or not there is overtime, break times, holidays, leave, etc.
- ⑤Matters concerning methods of determination, calculation, and payment of wages; the dates for closing account for wages and for payment of wages, and increase in wages
- ⑥Matters concerning retirement

**Employment Counseling**

For counseling regarding trouble with respect to wages, working hours, safety and health, compensation for work related accidents etc., please visit your nearest labor bureau or Labor Standards Supervision Office.

**◇Chiba Labor Bureau, Labor Standards Department, Supervision Division**

An employment counseling office is offered for foreigners.  
 Hours: (English counseling) Tuesday and Thursday 9:00 am - 5:00 pm  
 Except for 1<sup>st</sup> Tuesday and 5<sup>th</sup> Tuesday and Thursday  
 Chiba Daini Chiho Godochosha Bldg. 4-11-1, Chuo-ku, Chiba  
 Telephone: 043-221-2304

**◇Labor Standards Supervision Office**

You may also visit a Labor Standards Supervision Office within Chiba Prefecture to receive counseling.

**労働基準監督署**

Labor Standards Supervision Offices

なまえ 名前 Name	じゅうしょ 住所 Address	でんわ 電話 Telephone
千葉 (Chiba)	Chiba-shi Chuo-ku Chuo 4-11-1 Chiba Daini Chiho Godochosha	043-308-0671
船橋 (Funabashi)	Funabashi-shi Kaijin-cho 2-3-13	047-431-0182
柏 (Kashiwa)	Kashiwa-shi Kashiwa 255-31	04-7163-0245
銚子(Choshi)	Choshi-shi Chuo-cho 8-18	0479-22-8100
木更津 (Kisarazu)	Kisarazu-shi Fujimi 2-4-14 Kisarazu Chiho Godochosha	0438-22-6165
茂原 (Mobara)	Mobara-shi Hagiwara-cho 3-20-3	0475-22-4551
成田 (Narita)	Narita-shi Towada 553-4	0476-22-5666
東金 (Togane)	Togane-shi Tama 65	0475-52-4358

## ■ 労働保険制度

日本には労働者を保護する労働者災害補償保険(労災保険)と雇用保険の二つの制度があります。

### ◇ 労災保険

労災保険は、仕事でけがをしたり、病気になった場合や、過労死、通勤の途中でけがをした場合などに、療養補償、休業補償、障害補償、遺族補償などの給付金を受けることができます。これらの補償は、本人又は家族からの請求に基づき、労働基準監督署が調査し、決定します。保険料は雇用主が支払います。詳しくは、労働基準監督署へお問い合わせください。

### ◇ 雇用保険

雇用保険は、労働者が失業した場合に、次の仕事に就くまでの一定期間、必要な給付を行うものです。保険料は雇用主と労働者が支払います。詳しくは、ハローワーク(P55)にお問合せください。

## ■ 年金制度

### (国民年金・厚生年金保険)

日本では、年をとったり、傷病で障害者になったり、生計を維持する者が亡くなったときなどに生活の安定を図るため、すべての国民が年金に加入することになっています。

### ◇ 国民年金

国民年金には20歳から60歳未満の人が加入します。厚生年金に加入している人を除き、この年金に加入することになります。

国民年金の加入申請は、パスポート又は在留カードを持って、市区町村役所の年金担当課で手続きをします。保険料は、月額16,340円(2018年現在)です。一定の要件により、各基礎年金が支給されます。

\*保険料は、毎年変更されます。

## ■ Labor Insurance System

In Japan there are two different systems to protect employees: worker's accident compensation insurance (worker's compensation) and unemployment insurance.

### ◇ Worker's compensation

Worker's compensation allows for the receipt of benefits including medical treatment compensation, compensation for absence from work, disability compensation, bereaved family compensation, etc. in such events as injury at the workplace, illness, death from overwork, and injury on the commute to/from work. Grounds for the provision of compensation will be investigated and decided upon by a Labor Standards Supervision Office upon request by the individual in question or the individual's family. The insurance premium is paid for by the employer. For more information, please contact a Labor Standards Supervision Office.

### ◇ Unemployment insurance

Unemployment insurance allows for the provision of necessary benefits during a certain period of time of unemployment. The insurance premium is paid by the employer and the employee. For more information, please contact a Hello Work listed on page 55.

## ■ Pension System (National Pension Plan and Employees' Pension Insurance)

In Japan, all citizens are required to join a pension plan in order to be granted lifestyle stability when they become elderly, disabled due to accident or sickness, or heads of household pass away.

### ◇ National Pension Plan

Individuals who are 20 years or older and less than 60 years of age join this plan, excluding individuals enrolled in the Employees' Pension Insurance plan.

Application procedures for enrollment into the National Pension Plan take place at the pension division of a city, ward, or town hall and require a passport or a resident card.

As of 2018, the premium is 16,340 per month.

Each type of basic pension is paid based on certain conditions.

\*The premium varies from year to year.

## ◇厚生年金保険

健康保険の適用事務所で働いている人は、この年金に加入しなければなりません。保険料は、給料の一部が毎月の給料から引かれ、事業主はあなたの給料から差し引いた金額と同額を合わせて社会保険事務所に支払います。また、ボーナスを受けたときも保険料を支払います。

一定の要件により、各厚生年金が支給されます。

## ◇短期在留外国人の脱退一時金

日本国籍を有しない方が、国民年金、又は厚生年金保険の被保険者資格を喪失し、日本を出国した場合、日本に住所を有しなくなった日から2年以内に脱退一時金を請求することができます。

詳しくは、年金事務所にお問合せください。

<http://www.nenkin.go.jp/service/jukyutodoke/kyotsu/20150406.html>

## ◇Employees' Pension Insurance

People who work in a business which provides health insurance must enroll in this pension plan. The premium will be deducted from your salary each month, and your employer will match that amount and submit the total sum to a Social Insurance Office. You will also pay a premium when you receive a bonus.

Each type of employee pension is paid based on certain conditions.

## ◇Lump-sum Withdrawal Payment for short-term foreign residents

When a resident with no Japanese nationality is not covered by the national pension or employee pension system and leaves Japan, they are entitled to apply for lump-sum withdrawal within two years after their basic resident status in Japan is cancelled.

For more information, please contact a pension office.

<https://www.nenkin.go.jp/international/english/lumpsum/lumpsum.html>

## 年金事務所

Pension Offices

かいちようじかん

## [開庁時間] [Business Hours]

げつようび きんようび ごぜん じ ぶん じ ぶん  
月曜日-金曜日 午前8時30分から 5時15分

Monday to Friday 8:30 am - 5:15 pm

なまえ 名前 Name	えいご 英語 English	じゅうしょ 住所 Address	でんわ 電話 Telephone
ちばねんきんじむしょ 千葉年金事務所	Chiba Pension Office	Chiba-shi Chuo-ku Chuoko 1-17-1	043-242-6320
ちばねんきんじむしょ 茂原分室	Mobara Branch, Chiba Pension office	Mobara-shi Dobyō 1 Mobara Shiyakusyo 1F	0475-23-2530
まくはりねんきんじむしょ 幕張年金事務所	Makuhari Pension Office	Chiba-shi Hanamigawa-ku Makuhari Hongo 1-4-20	043-212-8621
ふなばしねんきんじむしょ 船橋年金事務所	Funabashi Pension Office	Funabashi-shi Ichiba 4-16-1	047-424-8811
いちかわねんきんじむしょ 市川年金事務所	Ichikawa Pension Office	Ichikawa-shi Ichikawa 1-3-18 Ichikawa Grand Hotel Do Bldg.	047-704-1177
まつどねんきんじむしょ 松戸年金事務所	Matsudo Pension Office	Matsudo-shi Shin Matsudo 1-335-2	047-345-5517
きさらずねんきんじむしょ 木更津年金事務所	Kisarazu Pension Office	Kisarazu-shi Shinden 3-4-31	0438-23-7616
さわらねんきんじむしょ 佐原年金事務所	Sawara Pension Office	Katori-shi Sawara Ro 2116-1	0478-54-1442