**Part-time Work Information Sheet**

Copy　／　Interview completed:　Seal

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of writing:** | **YYYY** | **MM** | **DD** |

**I hereby confirm that I have read and understood the rules and conditions for part-time work.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **＜To be filled in by the part-time worker＞**  （at the time of the interview） | |  |
| Japanese reading of name　(katakana) |  |  |
| Part-time worker’s full name |  |

**【Work conditions】**

\* The researcher who will use the part-time work should fill this in (the section surrounded by the thick black line), and then submit it in advance to the office in charge by e-mail or university post or by hand.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part-time worker’s full name |  | | | | | |  | |
| Researcher | Full name | | | | Undergraduate school, graduate school, or organization | | | |
| Research funds | Name: | | (□direct expenses / □support expenses) | | | | | |
| Period and hours of work | Period: 　　　　　　　　　 －  YYYY MM DD – YYYY MM DD | | | | | | | |
| □ Regular: | Working days: □ Mon. □ Tue. □ Wed.  □ Thu. □ Fri. □ Sat. □ Sun. | | | | | | ( hours per week) |
| Hours (write in 24-hour time):　　:　～　: | | | | | | |
| □ Irregular: According to a faculty member’s instructions | | | | | | | ( hours per week) |
| Place of work |  | | | | | | | |
| Details of work | Please choose one of the works below and then enter the specific details in the box on the right. | | | | | | | |
| □ Assistance work  □ Skilled work | | | | Details: | | | |
| Wages | Hourly rate: | | | JPY | |  | | |
| Commuting Allowance | □ Provide □ Not provide | | |  | |  | | |

(continued overleaf)

**【Part-time worker information】**

\* Section for the part-time worker to fill in (use at the time of the interview)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| □University student | University | | | | | Undergraduate or Graduate School | | Year |
| □Temporary  staff  □RA  □TA  □PD | \* When applying for salary for part-time work, please attach your time sheet as temporary staff/RA/TA.  [Not necessary for the Ikuta Campus] | | | | | | | |
| Affiliation: | |  | | | | | |
| Working day and time: | | | |  | | | |
| Working day and time: | | | |  | | | |
| □ Other  (Person outside the university, etc.) | Job title: | |  | | | | | |
| Working day and time: | | | |  | | | |
| Working day and time: | | | |  | | | |
| Contact information | \* Please fill this in so that contact can be made in a time of emergency. It will be used only for inquiries related to salary. | | | | | | | |
| **(Telephone):** | | |  | | | | |
| **(Address)** | | |  | | | | |
| **(E-mail):** | | |  | | | | |
| Other part-time work engaged in or planned to be engaged in at Meiji University | | | | | | | | |
| Researcher | | Full name: | | | | | Research funds: | |
| Researcher | | Full name: | | | | | Research funds: | |