

雇用契約に係る重要事項事前説明書  
ADVANCED EXPLANATORY ON IMPORTANT MATTERS  
REGARDING EMPLOYMENT CONTRACT

建設特定技能受入計画を申請予定である(特定技能所属機関名)●●●は、雇用契約に係る重要事項について、下記内容を事前に説明し、内容を理解させたうえで国土交通省へ申請する。

●●● (name of the organization which Specified Skilled Worker belongs to), planning to apply the Plan for Accepting Specified Skilled Worker in construction must explain the following important matters regarding the employment contract and submit to the Ministry of Land, Transportation and Tourism after make them understand the contents.

1. 基本賃金 Basic wages

月額 (                  円 ○○      手当                  円、●●      手当                  円を含む。) )  
Monthly amount (                  yen, including○○      allowance                  yen, ●● )  
allowance                  yen .)

2. 諸手当の額及び計算方法 (時間外労働の割増賃金は除く。)

- (a) (                  手当                  円; 計算方法                  )
- (b) (                  手当                  円; 計算方法                  )
- (c) (                  手当                  円; 計算方法                  )
- (d) (                  手当                  円; 計算方法                  )

2. Amount and calculation method for various allowances (excluding the additional overtime pay)

- (a) (                  allowance                  yen; Calculation method                  )
- (b) (                  allowance                  yen; Calculation method                  )
- (c) (                  allowance                  yen; Calculation method                  )
- (d) (                  allowance                  yen; Calculation method                  )

3. 固定残業代 (有・無)

(固定残業代が有る場合は以下に記入)

(      時間      円 【計算方法】                  )

固定残業代を超えた労働時間分については割増賃金を追加で支払う。

3. Fixed overtime pay (With・Without)

(Fill in below if there is fixed overtime pay)

(      hours      yen 【Calculation method】                  )

Additional wages are paid for hours exceeding the fixed overtime hours.

4. 1か月当たりの支払概算額 (1 + 2 + 3)                  約                  円 (合計)

Estimated payment per month (1+2+3)                  approx.                  yen (total)

(1. 基本賃金の月額に算入した手当については、二重に計上しないように注意すること。)

(1. Regarding the allowances that are included in the monthly amount of the basic wage, take note not to double-count.)

5. 賃金支払時に控除する項目

(a) 税金 (約	円)		
(b) 社会保険料 (約	円)		
(c) 雇用保険料 (約	円)		
(d) 食費 (約	円)		
(e) 居住費 (約	円)		
(f) その他 (光熱費) (約	円)		
(g) その他 (約	円)		
	控除する金額	約	円 (合計)

5. Items to be deducted when paying wages

(a) Tax (approx.	yen)		
(b) Social insurance (approx.	yen)		
(c) Employment insurance (approx.	yen)		
(d) Food (approx.	yen)		
(e) Housing (approx.	yen)		
(f) Water, Electricity bill (approx.	yen)		
(g) Miscellaneous (	) (approx.	yen)	
	Amount to be deducted	approx.	yen (total)

6. 手取り支給額 (4 - 5) 約 円 (合計)

Take-home pay (4 - 5) approx. yen (total)

※欠勤等がない場合であって、時間外労働の割増賃金等は除く。

※In cases where there is no absence from work, etc., excluding additional wages for overtime, etc.

7. 業務内容 (従事させる業務区分、従事させる工事業の種類、具体的職種及び作業内容)

(職種名等だけでなく、具体的にどのような現場でどのような作業に従事させるのか説明すること。)

従事させる業務区分:

従事させる工事業の種類:

従事させる具体的職種及び作業内容:

7. Work description (Division of work to be engaged, Type of permitted construction work to be engaged, Specific job category to be engaged, and Contents of work) (Explain not only job category title, etc., but also what kind of work at what kind of construction site to be engaged specifically)

Division of work to be engaged:

Type of permitted construction work to be engaged:

Specific job category to be engaged and the contents of work:

8. 技能習熟等に応じた昇給について

(昇給額、昇給条件及び昇給時期について説明すること。従事させる具体的職種及び作業内容に

応じた同等の技能を有する日本人が従事する場合の報酬と同等以上になるよう留意すること。)

昇給額：

昇給条件：

昇給時期：

8. About the increase in salary according to skill mastery

(Explain the amount of the salary increase, the conditions of the increase and the timing of the increase. The remuneration should be equivalent to or higher than the remuneration paid to Japanese national with equivalent skills according to the work category and the contents of works to be engaged.)

Amount of the salary increase：

Conditions of the salary increase：

Timing of the salary increase：

9. 従事させる業務区分、工事業等に応じた安全衛生教育及び技能の習得について

(安全衛生教育の実施内容や、技能検定の受験時期や合格後の支給手当、昇給への反映等について説明すること)

9. About the Education of Safety and Health, and acquisition of skills according to the division of work and permitted construction works to be engaged.

(Explain about the Safety and Health Education to be conducted, the timing of taking the Skill Certification Test and payment of allowance for passing the exam and the reflection in the salary increase.)

10. 個人情報の提供に係る同意について

(建設特定技能受入計画の適正な実施を確保するため、建設キャリアアップシステムを運営する一般財団法人建設業振興基金、適正就労監理機関及び特定技能外国人受入事業実施法人へ認定証に記載された内容(個人情報を含む。)を提供することに同意しているか)

同意している。 同意していない。

10. About the agreement related to providing the Personal Information

(In order to ensure the proper implementation of the Plan for Accepting Specified Skilled Worker in construction, do you agree to provide information written on the certificates (including personal information) to Fund for Construction Industry Promotion, the operating agency of the Construction Career Up System, to Proper Labor Supervision Agency and to the organization responsible for the foreign Specified Skilled Worker acceptance operation.

Agree

Disagree

(西暦) ●年●月●日、前記1から10の内容について以下の者が十分に理解することができる言語(●●語)にて説明し、内容を理解していることを確認した。

On this \_\_\_day\_\_\_month\_\_\_year, hereby confirms that the person named below has explained the above items 1 to 10 in the language(\_\_\_\_\_) that I fully understand, and that I understand the contents.

(サイン/sign of worker)

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説明者/ Explainer

特定技能所属機関名

Accepting company of Specified  
Skilled Worker

所在地/ Location

電話番号/ Telephone number

代表者 役職・氏名

Position and name of the  
representative

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