

# ➤ To those who have left their jobs ◀

◆ This brochure contains important information for those who have left their jobs. For further details, contact your nearest Hello Work office. Read the information on the back of the “Job separation notice 2” as well.

## ① What is a job applicant benefit covered under the employment insurance?

The unemployment insurance offers a “job applicant benefit” to support unemployed people to live a stable life and be re-employed as early as possible. The “job applicant benefit” consists of “basic allowance” for the insured, “payment of the job applicant benefit for the elderly” for those elderly qualified recipient(※1) and, the “special lump sum payment” for the short term employment specially qualified recipient (※2).

The following explains the details and procedures for the most common “basic allowance” (the so-called unemployment benefit).

※1: Those who started working before age 65 and kept on working under the same employer even after age 65 (For seaman, there are different age requirements depending on date of birth)

※2: Seasonal workers, or those who entered and left work seasonally

Those who are ready to take a job must follow procedures for  
**eligibility for unemployment benefits**

Those who are not ready to be re-employed due to sickness, giving birth, or child bearing must apply for **extension of unemployment benefit period**

② Read the info below

Refer to ⑩ on page 4

## ② Who are considered as those ready to take a job?

Those who have left their job, and “have a strong will to be re-employed, capable of working (physically healthy and under ordinary living situation), engaged in job seeking activities yet not employed”.

## ③ Following people do not qualify to receive unemployment insurance

Unemployment insurance (basic allowance and others) is designed to support those who seek to be re-employed.

In principle, those who fall under the following conditions do not qualify as beneficiary. However there are possibilities to receive the insurance. **Consult your nearest Hello Work office for details.**

- |   |  |
|---|--|
| ① Full-time homemaker   | ⑦ Those operating business under his/her own name  |
| ② Full-time student, including day-time student or equivalent.                                  | ⑧ Board member of a company (Includes those to-be-appointed, and nominal board member)   |
| ③ Those engaged in family business thus cannot be employed outside.                             | ⑨ Those currently employed (includes probation period)   |
| ④ Those who will or have started his/her own business.  | ⑩ Part-time worker   |
| ⑤ Those with confirmation of next employment.   | ⑪ Those who repeats being employed and leaving the same company and have possibility to be re-employed in the same institution |
| ⑥ Those who desire to work for a short time in which the employment insurance is not applicable |  |



#### ④ How to receive the unemployment benefit

Go to the nearest Hello Work office under jurisdiction and follow application procedures (see page 7 for details) to receive the unemployment benefit.

#### Things to prepare

1. Separation notice— 1 → Fill out your name, bank account information and other information. (Refer to <example> below)

2. Separation notice—2

3. Driver's license or resident card/alien registration card (with photograph)

Those who do not have either of the above must present 2 documents

(original) from the following 1 to 3. (Copy unacceptable)

1. Passport

2. Certificate of entry in the resident card

(Or a photocopy of residential certificate or true copy of certificate of seal impression)

3. National health insurance card (social health insurance card)

4. Personal seal (or signature can be used)

5. Two photographs

(Recent photograph of 3.0cm (H) x 2.5cm (W) headshot)

6. Savings account passbook of applicant (Some financial organizations not acceptable)

Passbook is not required if the bank's confirmation seal is affixed.

7. Seamen's unemployment insurance and mariner's pocket-ledger for those who used to be seamen

**<Example>**

Bank account designation form to receive unemployment benefit					
Applicant	Name in katakana		ロドウ タロウ		
	1	Name	Rodo Taro		
Savings account info.	2	Domicile	1-2-2 Kasumigaseki, Chiyoda-ku, Tokyo		
	Name in katakana		○×ギンコウ △◇シデン		
Savings account info.	3	Bank name	○×Bank △◇Branch		
	4	Account code and number	1234567		
				Confirmation seal	
				Bank code	Branch code
				9 8 7 6	3 4 5

◆ A seaman who desires to be re-employed as a seaman must make a job application at the District Transport Bureau.

#### ⑤ How to receive the unemployment benefit [Eligibility of basic allowance]

◆ The applicant must, in principle, have been insured under the employment insurance for **at least 12 months or more during the last 2 years counting from the termination date of the last work** (※1).

◆ When the applicant left employment due to employer bankruptcy or dismissal, or when a contract of a limited term work was not renewed or for any other unavoidable reasons (that fall under the Specific Eligible Claimant)(\*2) the applicant must have been paying for the employment insurance for **at least 6 months or more during the last 1 year** counting back from the termination date of the last work.

※1 One month payment term of employment insurance means that the applicant was paying the insurance for a minimum of 11 days monthly average when dividing the total number of working days by the total number of months (period) worked counting back from the termination date.

※2 Refer to 9 on page 3 for Special Eligible Claimant and Specific unemployed person with reason.

《If you have more than two separation notices, submit all of them regardless of the employment period》

★ Any applicant that desires to receive the special insurance for the Continuously Insured Elderly Person or special lump sum payment must have been insured under the employment insurance for **at least 6 months or more during the last 1 year counting back from the termination date** of the last work.

#### ⑥ Daily allowance [Basic allowance]

The daily amount of allowance that one can receive during an unemployed period is called the "daily amount of the basic allowance".

Basically, it is the total amount of salary received for the last 6 months of employment divided by 180 times 50 to 80%. The lower the salary is, the higher the benefit rate is.

There is a maximum and minimum amount for the daily amount of the basic allowance.

#### ◆ Approximate formula

$$\left( \frac{\text{Total amount of salary received for the last 6 months salary prior termination date}}{180} \right) \times (\text{Benefit rate } (50\sim 80\% \text{ ※})) = \text{[Basic daily allowance]}$$

※45~80% for those between age 60~64.

## ⑦ Period of basic allowance payment [Prescribed duration of benefits]

◆ Retirement, end of contract, voluntary termination

Insured period Full age on day of termination	Less than 10 years	10 years or more but less than 20 years	20 years or more
Below 65	90 days	120 days	150 days

◆ Those with difficulty of employment including the physically challenged

Insured period Full age on day of termination	Less than 1 year	1 year or more
Below 45	150 days	300 days
45 and above and below 65		360 days

◆ Specific Eligible claimant · Some of the specific unemployed person with reason

Insured period Full age on day of termination	Less than 1 year	1 years or more but less than 5 year	5 years or more but less than 10 year	10 years or more but less than 20 years	20 years or more
Below 30	90 days	90 days	120 days	180 days	—
30 or above but below 35			180 days	210 days	240 days
35 or above but below 45			180 days	240 days	270 days
45 or above but below 60	90 days	180 days	240 days	270 days	330 days
60 or above but below 65		150 days	180 days	210 days	240 days

For the following insured person, lump sum payment is provided.

◆ Continuously insured elderly person (Retired at age over 65)

Insured period	Less than 1 year	1 year of longer
Elderly job seeker allowance	30days	50days

For seaman, depending on the date of birth, age requirement could be different.

◆ Specially insured persons in short-term employment (For those worked seasonal jobs)

Amount of special lump sum payment	40days (tentative measure)

※ During the "Insured period" the previous insured period in the past may be added to the total insured period. In order to enable this, certain requirements must be met. Please inquire the Hello Work for the further details.

## ⑧ When the benefit starts and it's period [Waiting Period][Benefit Payment Restriction][Benefit period]

Reason of unemployment	Dismissal, Retirement, Expiration of contract period	Personal reason, Punitive dismissal
When the benefit starts	After submission of separation notice, taking application procedures and waiting for 7 days of unemployment period (Waiting period)	After submission of separation notice, following application procedures and waiting for 7 days of unemployment period (Waiting period)+3months (Benefit Payment Restriction)
Benefit period	<p style="text-align: center;"><b>One year period starting from the day after the termination of employment</b></p> <p style="text-align: center;">Benefit is provided for a period equivalent for the maximum payable days during this one-year term.</p> <p style="text-align: center;"><b>When this Benefit Period is over, the Basic Allowance will not be paid even if the payments for the portion of prescribed maximum number of payable days have not been fully received.</b></p> <p style="text-align: center;">(Please take procedures ahead of time)</p>	

※ In order to receive basic allowance, it is required to have the recognition of unemployment verified once in every four weeks on the verification day in principle.

★ Benefit period (payment period) of Job Applicant Benefits for the Elderly provided to Continuously Insured Elderly Person is **one year from the day after the termination of employment**, benefit period of Special Lump Sum Payment provided to Specially Insured Persons in Short-term Employment is **six months from the day after the termination of employment**.

## ⑨ Who are considered as Specific Eligible Claimant and Specific unemployed person with reason?

◆ Who are "Specific Eligible Claimant" and "Specific unemployed person with reason" ?

**Specific Eligible Claimant** is a person who has been obliged to leave employment without time to prepare for other employment due to employer bankruptcy or lay-off. **Specific unemployed person with reason** is a person, other than the Specific Eligible Claimant, who had to leave the job because employment contract with fixed-term could not be renewed or for other compelling reason. Qualifications are determined for each category.

◆ Eligibility judgment of "Specific Eligible Claimant" and "Specific unemployed person with reason"

Hello work makes eligibility determination of Specific Eligible Claimant or Specific unemployed person with reason based on the reason of leaving previous job. Determination is made based on the reasons of job separation declared by the employer and employee who had left the job, by checking the documents to confirm declaration of each side and proceeding affirmation of the fact. After going through all the procedures, finally it is determined carefully by Hello Work.

Please inquire the Hello Work for further information regarding the qualification details of Specific Eligible Claimant or Specific unemployed person with reason, and their determination criteria. Please also refer to the brochure on the website of Ministry of Health, Labour and Welfare for detailed information.

<http://www.mhlw.go.jp/bunya/koyou/dl/koyouhoken03.pdf>

**⑩ People who can not immediately be employed... For those who left work at age under 65 【Extension of the Benefit Period】**

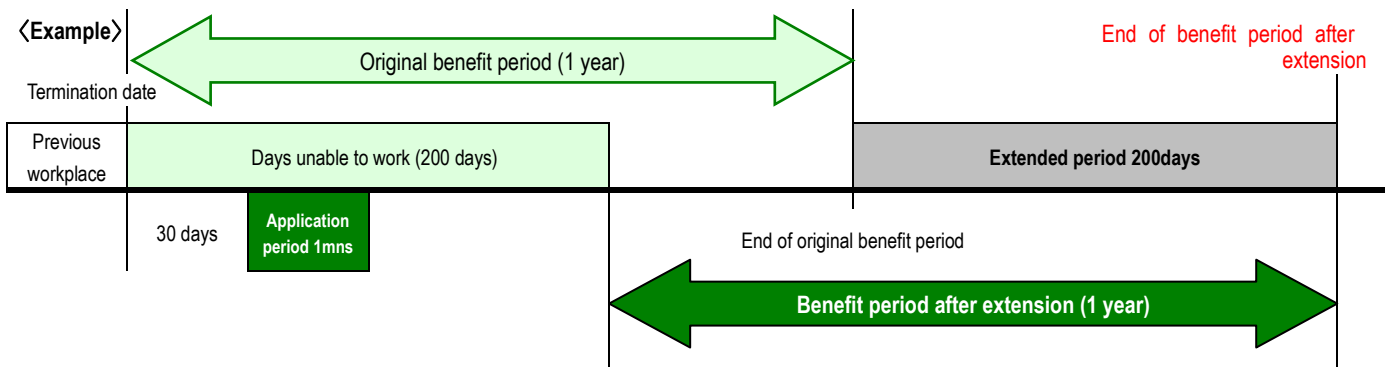
Those who are unable to be employed for more than 30 consecutive days after termination date due to any of the reasons below, may extend the one year benefit period.

For those who wish to take Training and Education with benefit, starting date of such Training and Education can be delayed.

- ① People who can not immediately be employed due to illness or injury.(Including those who are receiving accident and sickness benefits with health insurance, compensation for absence from work with injury insurance)
- ② People who cannot be employed because of pregnancy, childbirth, child rearing (under 3 years old).
- ③ People who cannot work because of taking care of their relatives.
- ④ People who terminated work due to retirement such as being age 60 or older, or taking break for a while. (Age requirement differs for seaman)

**Application procedure of extending benefit**

Reason of extension	Illness or injury, pregnancy, childbirth, caring relatives, etc.	Retirement at age 60 years or above, etc.)
Application period	1 month from the 30 <sup>th</sup> day counting from the following day of termination date (from the day unable to work)	Within 2 months from the following day of the latest termination date
Extension period	(Standard benefit period) 1 year + (Period unable to work) Max. 3 years	(Standard benefit period) 1 year + (Desired resting period) Max. 1 year
Documents to be submitted	Application form for extension of benefit period, separation notice1, separation notice 2, personal seal (signature acceptable) ----- Documents to prove reason of extension	
How to submit	Report to office, by post, through proxy (proxy letter required)	Report to office as a general rule
Where to submit	Hello Work office under jurisdiction	



★ Benefit deadline (deadline date of benefit period) cannot be extended for job applicant benefits for the elderly paid to Continuously Insured Elderly Person, and for special lump sum payment paid to specially insured persons in short-term employment.

**⑪ Adjustment for receiving benefit with pension**

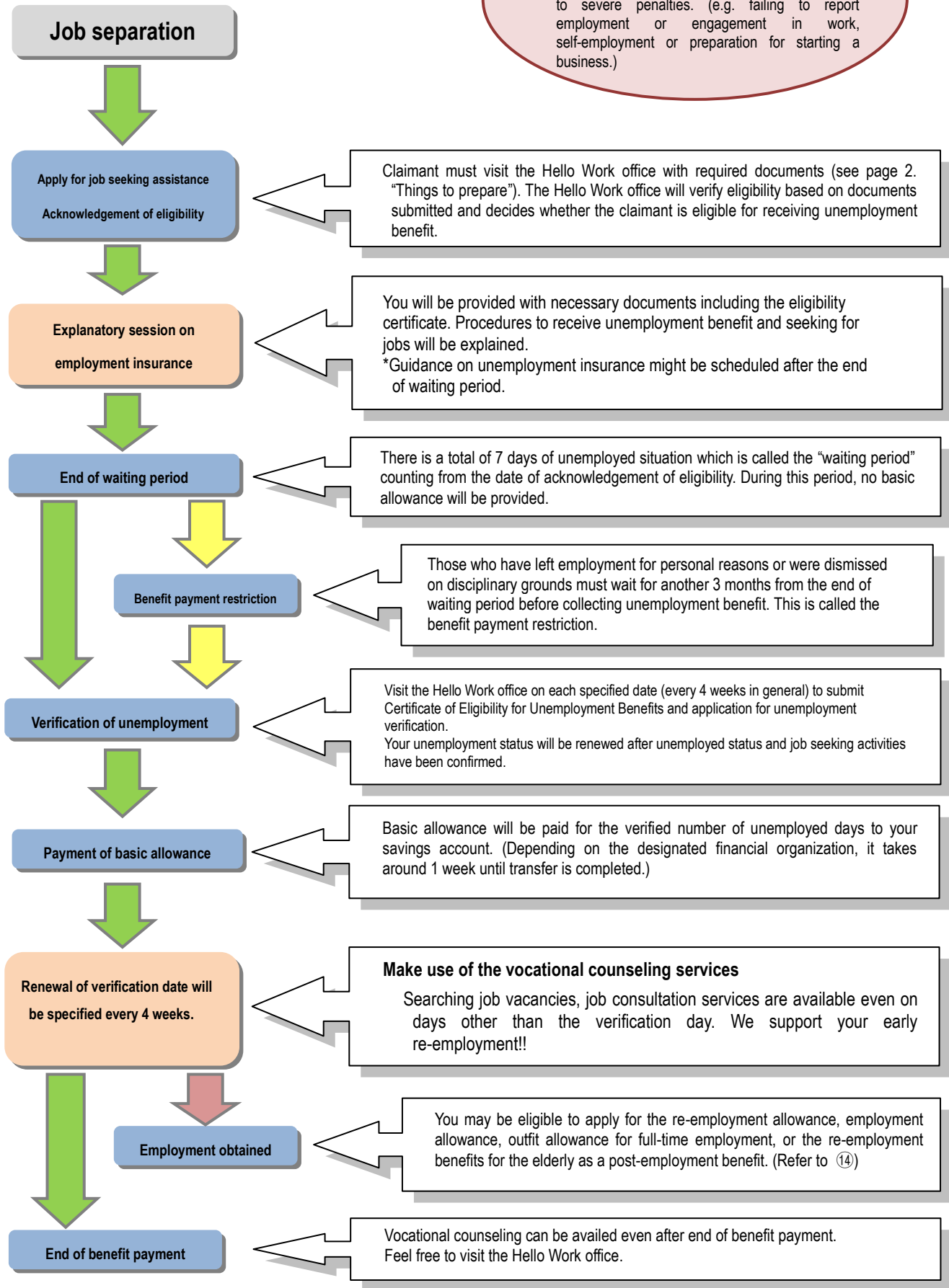
Old age welfare annuity and severance allowance specially paid to those under age 65 and the basic allowance of employment insurance cannot be received together. When an applicant under age 65 applies for basic allowance, full amount payment of old age welfare annuity and severance allowance will be stopped while such applicant receives basic allowance. Contact the nearest **pension office of the Japan Pension Service** for details.

**⑫ Mitigation of the national health insurance premium (tax)**

Those who receive basic allowance as a specific eligible claimant or specific unemployed person with reason are entitled to have their national health insurance (tax) mitigated. (The elderly qualified recipient and the specially qualified recipient are not covered under this measure.) Application must be made to benefit from this mitigation. Contact the **national health insurance division of the nearest municipal office** for details.

### ⑬ Flow of receiving basic allowance

**Beware!**  
 Individuals collecting or attempting to collect unemployment benefits by making false statements or other dishonest conduct are subject to severe penalties. (e.g. failing to report employment or engagement in work, self-employment or preparation for starting a business.)



## ⑭ Early Re-employment Allowance

After job seeking application has been made (by submitting Job separation Certificate) and waiting period has elapsed, if you are engaged in a stable employment (※), **early re-employment allowance** is provided. You must receive unemployment recognition till the day before the first working day, and when the remaining number of basic allowance payable days is more than one third (or more than 2/3) of the prescribed duration of benefits, the early re-employment allowance that corresponds to the number of days equal to 50% (or 60%) of the remaining payment days multiplied by the daily Basic Allowance will be provided (any amount less than one yen shall be rounded down). In order to be qualified to receive the allowance, certain conditions must be met.

※ In the case of being an insured person, or being an employer and hiring a person insured under the employment insurance.

When a person is re-employed in a form (employment that will not exceed one year) not eligible for re-employment allowance leaving one third or more (and this period of one third being equivalent to 45 days or more) of the benefit period, **employment allowance** equivalent to 30 percent of the daily payment of the basic allowance (friction of less than one yen being rounded down) shall be paid for each working days.

Maximum daily payment according to age of the insured is set for both early re-employment and employment allowances.

During the first month after expiration of the waiting period, those who were under the benefit payment restriction due to the reason of job separation will be eligible for re-employment or employment allowance only when such re-employment is achieved through referral by Hello Work office or employment placement business providers.

“The outfit allowance for regular employment” is also available apart from the allowances introduced above. Contact the Hello Work office for requisites and details.

### Those who were re-employed at the age of 60 or above

Continuous employment benefit for the elderly will be provided to those aged between 60 and 65 (※) insured by the employment insurance and who meet certain requirements. ※For seaman, criteria for eligibility changes to age between 55 and 60 depending on the person's date of birth.

There are two types of benefits: the **Continuous employment benefits for the elderly** and **Re-employment benefits for the elderly**.

Continuous employment benefits for the elderly is a benefit for those who are re-employed without receiving employment insurance basic benefit etc. (including benefits considered as basic benefit such as re-employment benefits etc.) It is provided for those whose monthly payment after turning 60 year old was 75% or less than the payment received upon age 60. (With a maximum limit of 15% of the wage paid per month).

When a person between age 60 and below 65 receiving basic allowance benefit after job separation is re-employed (for a job that exceeds 1 year contract) leaving 100 days or more of the unpaid benefit period, and when wage of such re-employment is less than 75% of the 30 day-amount of the basic allowance, a re-employment benefit for the elderly will be provided (with a maximum limit of 15% of the wage paid per month). However, one cannot receive this allowance together with the re-employment benefit at the same time (see ⑭ above).

For further details, please contact Hello Work.

**The first step to be re-employed is to get to know yourself better.**

**Sort out your career record, then fill out the job application form following the example indicated in the following page.**

**Make use of the Hello Work vocational consultation services for a smooth re-employment!**

# What is a “job application form”?

You are asked to fill out information necessary for job hunting and registering yourself to Hello Work using this job application form.

Filling out this form helps you to reflect on your own career. Sorting out your career record serves in wisely selecting candidate companies for applying and leads to an early re-employment.

## Tip ①

### “Latest workplace”

Provide information on the latest job you had.

Recall what kind of work you were engaged in. It helps you to realize what kind of work and work conditions suit you.

- ◆ It is advisable to fill out the form following tips 1 to 4 while sorting out your career record.
- ◆ Refer to the tips on left and fill out the form using a pencil.

※ For those who have a blank form at home, fill it out using a pencil and submit the complete form to the nearest Hello Work office.

## Tip ②

### “Work experience”

Rather than classifying your work experience as “clerical work” or “sales person”, try to think “what kind of tasks you handled” at work. It helps you appeal to the employer about your job experience.

## Tip ③

### “Personal skills”

Provide information on training and courses you have taken up other than your educational background.

Don't forget to fill out licenses and qualifications that you are currently studying for. It helps you clarify your personal skills.

## Tip ④

### “Requests for new employment”

Fill out your desired work conditions to look for a new job.

Take into account the tips 1 to 3 you have filled out and try to match the desired work condition to them.

**求職申込書【表面】** 受理日 年 月 日

フリガナ 21311 からの連絡 可  不可  自宅電話  携帯電話  FAX  Eメール  郵便  否  公開希望  2

1 氏名 姓 山田 名 花子 性 男  女  年 28 歳 生年月日 2001.07.12 職業 営業 花子 年齢 28 性別 女 希望勤務時間 00 時間 10 分

2 住所 東京都中央区 1-1-1 1-1-1 住居 03-0000-0000 市外局番からご記入ください。(例 03-1234-5678) 呼出 [ ] 方 F A X はい  いいえ  携帯電話番号と同じ  希望勤務時間 18 30 ~ 18 30 時間不定  通勤手段 バス 徒歩  徒歩  10 分

3 職業 営業 (旅行関係) 希望勤務時間 8 30 ~ 18 30 時間不定  通勤手段 バス 徒歩  徒歩  10 分

4 学歴 高校 専修 短大 大学 大学院 その他 [ ] 専攻科目 [ ] 卒業・修了 中退 在学 自動車免許 (普通)  あり  限定なし AT限定  なし

5 訓練等受訓歴 訓練 専修・専門 各種 科目・内容 ビジネス科 受講期間 平成10年～11年 免許・資格・特許 普通自動車二輪  あり  日商簿記二級  あり

6 経歴した主な仕事 (出生後から記入) 最近のものから記入 同一事業所であっても、仕事の内容が異なる場合はそれぞれ記入してください。

1 仕事名 一般事務 (最近平成22年11月まで) 期間 約3年ヶ月 事業所名 (株)女々スタッフ

2 仕事内容 ショッピングセンターの派遣社員としてフロント管理に関する事務、営業アシスタントを担当。契約書作成、入店証管理、プレゼンテーション資料作成

3 仕事名 営業事務 (最近平成19年11月まで) 期間 約3年ヶ月 事業所名 [派遣]

4 仕事内容 パネルXカーの派遣社員として営業事務を担当。営業アシスタント、見積書・請求書作成、程度精算、問い合わせ対応、店内POP作成 他

5 仕事名 [ ] 期間 [ ] 事業所名 [ ]

6 仕事名 [ ] 期間 [ ] 事業所名 [ ]

最近の勤務先 働いていた(いる)期間 平成19年12月～平成22年11月まで (派遣中・在職中) 退職(予定)の理由 [契約期間満了] 退職時(現在)の税込月収 [18万円]

## List of Hello Work Offices (Public Employment Security Offices) in Aichi

Application of employment insurance must be made at the Hello Work office under the jurisdiction of residence. Refer to the list below for offices within Aichi Prefecture.

Hello Work Office	Location (and postal code)	Phone	Jurisdiction
Nagoya Naka	1-21-5 Meieki Minami, Nakamura-ku, Nagoya-shi, 450-0003	052-582-8171	Nishi-ku, Nakamura-ku, Naka-ku, Nakagawa-ku, Kita-ku, Kitanaagoya-shi, Kiyosu-shi, Nishikasugai-gun
Nagoya Minami	2-22-21 Hataya, Atsuta-ku, Nagoya-shi, 456-8503	052-681-1211	Mizuho-ku, Atsuta-ku, Minato-ku, Minami-ku, Midori-ku, Toyoake-shi
Nagoya Higashi	1-2 Heiwagaoka, Meito-ku, Nagoya-shi, 465-8609	052-774-1115	Chikusa-ku, Higashi-ku, Showa-ku, Meito-ku, Moriyama-ku, Tempaku-ku, Nisshin-shi, Nagakute-shi, Aichi-gun
Toyohashi	111 Daikoku-cho, Toyohashi-shi Toyohashi District Joint Government Building, 440-8507	0532-52-7192	Toyohashi-shi, Tahara-shi
Okazaki	50-1 Aza Kitakanchi, Hane-cho, Okazaki-shi Okazaki District Joint Government Building, 444-0813	0564-52-8609	Okazaki-shi, Nukata-gun
Ichinomiya	4-8-7 Yahata, Ichinomiya-shi Ichinomiya Labor Office Building, 491-8509	0586-45-2048	Ichinomiya-shi, Inazawa-shi (excluding Heiwa-cho)
Handa	200-4 Miyaji-cho, Handa-shi Handa District Joint Government Building, 475-8502	0569-21-0023	Handa-shi, Tokoname-shi, Tokai-shi, Chita-shi, Chita-gun
Seto	86 Higashinagane-cho, Seto-shi, 489-0871	0561-82-5123	Seto-shi, Owariasahi-shi
Toyota	3-25-7 Tokiwa-cho, Toyota-shi, 471-8609	0565-31-1400	Toyota-shi, Miyoshi-shi
Tsushima	2-3 Teramae-cho, Tsushima-shi, 496-0042	0567-26-3158	Tsushima-shi, Aisai-shi, Yatomi-shi, Ama-shi, Ama-gun, Heiwa-cho Inazawa-shi
Kariya	1-46-3 Wakamatsu-cho, Kariya-shi, 448-8609	0566-21-5001	Kariya-shi, Anjo-shi, Chiryu-shi, Takahama-shi, Obu-shi
(Hekinan)	1-41-4 Asama-machi, Hekinan-shi, 447-0865	0566-41-0327	Hekinan-shi
Nishio	41-1 Komatsushima, Kumami-cho, Nishio-shi, 445-0071	0563-56-3622	Nishio-shi
Inuyama	2-10 Matsumoto-cho, Inuyama-shi, 484-8609	0568-61-2185	Inuyama-shi, Konan-shi, Iwakura-shi, Niwa-gun
Toyokawa	1-34 Chitosedori, Toyokawa-shi, 442-0888	0533-86-3760	Toyokawa-shi
(Gamagori)	16-9 Minato-machi, Gamagori-shi, 443-0034	0533-67-8609	Gamagori-shi
Shinshiro	24-1 Nishiirifune, Shinshiro-shi, 441-1384	0536-22-1160	Shinshiro-shi, Kitashitara-gun
Kasugai	2-135 Ode-cho, Kasugai-shi, 486-0807	0568-81-5135	Kasugai-shi, Komaki-shi

District Transport Bureau ※ A seaman who desires to be re-employed as a seaman

District Transport Bureau	Location (and postal code)	Phone	Jurisdiction
Chubu District Transport Bureau Seaman Administration Division	2-2-1 Sannomaru, Naka-ku, Nagoya-shi, 460-8528 11F Office No. 1, Nagoya Joint Government Building	052-952-8028	All areas within Aichi Prefecture

※ Office hours for employment insurance procedures are 8:30 a.m. to 5:15 p.m., Mondays to Fridays (excluding public and New Year holidays).

(Office hours for procedures at the Chubu District Transport Bureau are 9:00 a.m. to 5:45 p.m., Mondays to Fridays (excluding public and New Year holidays)).

※ We encourage visitors to come using public transportation due to limited number of parking lots.

Contact the nearest Hello Work (Public Employment Security Office) for further details.



Aichi Labour Bureau, Ministry of Health, Labour and Welfare (Hello Work)