

空席応募用紙/Application Forms			
フォーム番号 FORM NUMBER	フォーム名 FORM TITLE	フォーム形式 FORM FORMAT	
HROYFORM1	APPLICATION FOR VACANCY ANNOUNCEMENT 空席応募用紙 (Front/Back 表・裏面及び署名捺印欄)	PDF	EXCEL
	RESUME OF SPECIALIZED WORK EXPERIENCE 専門職務経歴書	PDF	EXCEL
	(SAMPLE) APPLICATION FOR VACANCY ANNOUNCEMENT	PDF	
	(SAMPLE) APPLICATION FOR VACANCY ANNOUNCEMENT [英語版]	PDF	
	(SAMPLE) RESUME OF SPECIALIZED WORK EXPERIENCE	PDF	
	QUESTIONNAIRE ON RELATIVES 親族に関する質問表	PDF	WORD
	QUESTIONNAIRE ON SOURCE OF RECRUITMENT INFORMATION (OPTIONAL) 求人募集情報に関するアンケート (任意記入)	PDF	EXCEL

その他のフォーム/Other Forms			
フォーム番号 FORM NUMBER	フォーム名 FORM TITLE	フォーム形式 FORM FORMAT	
USJF FORM 440EJ	Attachment to Child Medical Care Leave 子の看護休暇添付書	PDF	
USJF FORM 441EJ	Application for Self-Development Leave 自己啓発等休業申請書	PDF	
USFJ FORM 442EJ	Social Contribution Activity Plan 社会貢献活動計画書	PDF	
USFJ FORM 443EJ	Attachment to Family-Care/Family Medical Care Leave 介護休業・介護休暇添付書	PDF	
	APPLICATION FOR TENTATIVE SCHEDULE OF ANNUAL LEAVE 年次休暇予定表	PDF	
	ACKNOWLEDGEMENT/REQUEST FOR PERSONNEL ACTION IMPACTING PAY 不利益な人事措置に関する承認書・要求書	PDF	WORD
	LETTER OF ACKNOWLEDGMENT FOR DETAIL 「派遣」措置への確認書	PDF	WORD
	LETTER OF ACKNOWLEDGMENT FOR TEMPORARY PROMOTION 「一時的昇格」措置への確認書	PDF	WORD
	CERTIFICATE OF MEMORIAL CEREMONY 追悼行事証明書	PDF	WORD
	COUNSELING RECORD カウンセリングの記録	PDF	
	EXTENDED SICK LEAVE REPORT (SL 30+) 長期傷病休暇報告書	PDF	EXCEL
	FORMAT BRIEF PM REPORT	PDF	

	FACT FINDING REPORT	PDF
USFJ FORM 356EJ	MLC/MC/IHA PERSONNEL TRAVEL AUTHORIZATION MLC/MC/IHA 従業員出張許可書	PDF
USFJ FORM 356aEJ	MLC/MC/IHA PERSONNEL TRAVEL AUTHORIZATION (CONTINUATION SHEET) MLC/MC/IHA 従業員出張許可書(継続)	PDF
USFJ FORM 23EJ 20240901 (EF)	LEAVE APPLICATION 休暇願	PDF
	MLC/IHA MISHAP INJURY SICKNESS REPORT	PDF
	MLC/IHA POSITION DESCRIPTION	PDF
USFJ FORM 329EJ	MLC REPORT OF ALLEGED OFFENSE	PDF
USFJ FORM 17EJ	MLC/IHA FIRST STEP GRIEVANCE MLC/IHA 第1段階苦情申立書	PDF
USFJ FORM 332EJ 20210222 (EF)	MLC/IHA REQUEST FOR GRIEVANCE REVIEW MLC/IHA 苦情再審査申立書	PDF
USFJ FORM 333EJ	MLC/IHA SECOND STEP GRIEVANCE MLC/IHA 第2段階苦情申立書	PDF
USFJ FORM 328EJ	MLC/IHA THIRD STEP GRIEVANCE MLC/IHA 第3段階苦情申立書	PDF
NEW USFJ FORM 446EJ	MOURNING LEAVE CERTIFICATE 忌引休暇証明書	PDF
USFJ FORM 10	MEDICAL SERVICE AND SUPPLY REQUEST 医務及び用品要求書	PDF
USFJ FORM 11EJ	PERSONNEL ACTION REQUEST/OFFICIAL NOTIFICATION OF IHA PERSONNEL ACTION 人事措置要求書/諸機関労務協約公式人事措置通知書	PDF
USFJ FORM 12EJ 20210319	REQUEST FOR TIME-OFF AWARD (TOA) / SPECIAL STEP INCREASE (SS) ほう賞休暇/特別昇給申請書	PDF
	REQUEST FOR CERTIFICATE (JAPANESE VERSION) 証明書発行申請書 (日本語)	PDF
	REQUEST FOR CERTIFICATE (ENGLISH VERSION) 証明書発行申請書 (英語)	WORD
USFJ FORM 31EJ	PERSONNEL WORK ORDER 労務要求書	PDF
RFP FORM 22	REQUEST FOR PURCHASE OF PROTECTIVE CLOTHING & UNIFORMS 保護衣及び制服購入要求書	PDF
USFJ FORM 24EJ	REQUEST FOR RESIGNATION 辞職届	PDF
	REQUEST FOR SEPARATION AT AGE 55 OR OVER WITH 15 YEARS OR MORE OF CONTINUOUS SERVICE 退職願(55歳以上・勤続15年以上)	PDF

JN Forms

	REQUEST FOR ADJUSTMENT MLC/IHA TRAVEL ALLOWANCE 日本人従業員の旅費の調整	PDF	WORD
	REQUEST FOR CLASSIFICATION ACTION	PDF	
	REQUEST OF WITHDRAWAL OF THE ADVANCE NOTICE OF TERMINATION 解雇予定撤回要求書	EXCEL	
NEW	UNIFORM SIZE CHECKLIST	EXCEL	
	VACANCY ANNOUNCEMENT FORMAT FOR YOKOSUKA 横須賀基地用空席広報用紙	PDF	
USFJ Form 3EJ	POSITION OF TRUST AGREEMENT FOR CHILD CARE SERVICES POSITION (PA)職位信任義務同意書	PDF	
UPDATE USFJ Form 196aEJ	PERSONAL HISTORY STATEMENT PART A - GENERAL INFORMATION 履歴書	PDF	
UPDATE USFJ Form 196bEJ	PERSONAL HISTORY STATEMENT PART B - PERSONAL SECURITY INFORMATION 履歴書	PDF	
USFJ FORM 433EJ	Request for Special Measures for Child-Care or Family-Care 子の養育又は家族の介護のための特例措置申請書	PDF	
USFJ FORM 434EJ	Request for Special Measures for Female Employees Based on Health Guidance or Medical Examinations 女子従業員に対する保健指導あるいは健康診査に基づく特例措置申請書	PDF	
USFJ FORM 435EJ	Request for Special Measures for Female Employees for Restriction on Work Hours 女子従業員に対する勤務時間の制限の特例措置申請書	PDF	
USFJ FORM 436EJ	Request for Changing Work during Pregnancy 妊娠中の業務転換申請書	PDF	
NEW USFJ FORM 452EJ	Infertility Treatment Contact Card 不妊治療連絡カード	PDF	
USFJ FORM 437EJ	Maternity Health Care Guidance Contact Card 母性健康管理指導事項連絡カード	PDF	