

To the President of Osaka University, We wish to request your consent for the approval of the indicated person to undertake a second job at our institution. Institution name: Representative: 印		Document number:		Date (yyyy/mm/dd):	
		Institution's Address: Department, supervisor / supervisor phone number			
Type of business entity:		Employment terms: <input type="checkbox"/> every day day(s): working time: <input type="checkbox"/> (year / month / specified period / week) time(s) <input type="checkbox"/> Other () Hours per shift: hour(s)			
Detailed description of business:					
(Employee to undertake a second job) Name: Job title at Osaka University: Affiliation at Osaka University:		Projected term of employment: <input type="checkbox"/> From notice day To (yyyy/mm/dd): <input type="checkbox"/> From (yyyy/mm/dd):			
		Remuneration: (Travel expenses are not included as remuneration.) <input type="checkbox"/> None <input type="checkbox"/> Yes ¥ (per month/per day/per hour/at a time) Other ()			
(Details of second job) Job title: Job details:		Do you need a written notice signed by the President (or dean/director) of Osaka University concerning this request? <input type="checkbox"/> Yes <input type="checkbox"/> No			
It is within the rights of an organization to indicate whether a demand for disclosure of this second job would cause damage to the organization, loss of profit, or would otherwise hinder normal operation. Please check the appropriate boxes in the right hand column. However, please be advised that as part of our information disclosure policy at Osaka University, second jobs are disclosed as a general rule, and we will not withhold any information following a disclosure request. Please understand that in the event of a disclosure request, a formal inquiry will be made into the reasons for non-disclosure.					<input type="checkbox"/> Corporation name (including representative name / description of business) <input type="checkbox"/> Job title <input type="checkbox"/> Job details
*This space to be filled in by the employee engaging in the second job I, the undersigned, wish to notify Osaka University of my application for second job with the understanding that the second job as presented above (<input type="checkbox"/> does not have a fixed set of working hours <input type="checkbox"/> has a fixed set of working hours (without reduced wages as stipulated in Article 12 of the Regulations on Side Jobs for Faculty and Staff at Osaka University) <input type="checkbox"/> has a fixed set of working hours (with agreed upon reduced wages). <div style="text-align: right;"> Date (yyyy/mm/dd): Name: 印 </div>					
*This space to be filled in by employer	Notification date (yyyy/mm/dd):	阪大 第 号			
This employee is allowed to engage in the second job.					

* A second job means “upon the request of another institution (organization) to perform a duty other than the duty of Osaka University, to concurrently take a post or to become engaged in the work of another institution (organization) regardless of whether or not remuneration occurs.”