

# Second Job at a Not-For-Profit Organization

(Please fill in the required fields in red frame.)

**\*This information is necessary to contact the supervisor or send documents to the institution.**

**\*Please be specific.**

**If the terms are not yet fixed, please indicate the number of times and total hours.**

ATTACH Form 2

Second Job\* Notification Application

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: XXXX XXXX Representative: XXX XX		Document number: ○○○○第××××号 Date (yyyy/mm/dd): 2013/12/01
		Institution's Address: 〒####-#### Osaka City, Handai-ku, Handai-machi 3-4-5 Department, supervisor / supervisor phone number General Affairs Department, Affairs Division NAME 06-5555-5555
Type of business entity: Public Interest Foundation, General Incorporated Foundation(公益財団法人、一般社団法人等)	Employment terms: <input type="checkbox"/> every day day(s): working time: <input checked="" type="checkbox"/> (year / month / <u>specified period</u> / week) <u>3</u> time(s) <input type="checkbox"/> Other ( ) Hours per shift: <u>2</u> hour(s)	
Detailed description of business: To nurture future researchers to become leaders in the fields of science and technology, this organization aims to promote science and technology in Japan by contributing grants-in-aid for that research.  <b>*Please indicate the aim described in the corporate charter.</b> <b>In the case of local public body or country, please include the committee's aims, rules, and regulations. It is not necessary to complete this section if joining a country's assembly.</b>	Projected term of employment: <input checked="" type="checkbox"/> From notice day <input type="checkbox"/> From (yyyy/mm/dd): To (yyyy/mm/dd): 2013/03/31	
(Employee to undertake a second job) Name: Handai Taro Job title at Osaka University: Professor Affiliation at Osaka University: Graduate School of XXXX	Remuneration: (Travel expenses are not included as remuneration.) <input type="checkbox"/> None <input checked="" type="checkbox"/> Yes ¥ <u>20,000</u> ( per month/ per day/ <u>per hour</u> / at a time) Other ( )  <b>If the employee receives travel expenses only, please check "None."</b> <b>Please be clear about remuneration earned.</b>	
(Details of second job) Job title: Tech Consultant Job details: Advise the Foundation and provide leadership on the "X project" they have set out to accomplish this year.  <b>*Please be detailed. It is not allowed to work not written above.</b> <b>If the employee is engaging in clinical trials, please write the general gist of the study.</b>	Do you need a written notice signed by the President (or dean/director) of Osaka University concerning this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
It is within the rights of a corporation to indicate whether a demand for disclosure of this second job would cause damage to the corporation, 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 form is not retroactive. Please write the correct date. This cannot be modified later.**  
**If the date of employment begins on the day of receiving notice to engage, please check "From notice day."**

**We provide proof of this application. If you mark "Yes," the hardcopy will be sent to the name and address provided. Please also enclose a self-addressed envelope.**

\*This space to be filled in by the employee engaging in the second job

I, the undersigned, wish to apply for permission with the understanding that the second job as presented above (☐does not have a fixed set of working hours    ☐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)    ☐has a fixed set of working hours (with agreed upon reduced wages).

**\*Employee will complete this section**

Date (yyyy/mm/dd):  
Name: \_\_\_\_\_

*This space to be filled in by employer	Notification date (yyyy/mm/dd):	Date (yyyy/mm/dd) (permission approval date):	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.”