

To All Job Seekers

Office Name: Tokai Aichi Management Support Cooperative
– Free Employment Placement Office

Registration Number: (23-Toku-000007)

○ Scope of Job Categories Handled

- All job types are covered.
- Regions include Japan, the People's Republic of China, the Socialist Republic of Vietnam, the Republic of Indonesia, the Republic of the Philippines, the Federal Democratic Republic of Nepal, the Kingdom of Thailand, Mongolia, the Islamic Republic of Pakistan, the Democratic Socialist Republic of Sri Lanka, and the Republic of the Union of Myanmar.
- Employment placement is limited to foreign technical intern trainees under the Immigration Control and Refugee Recognition Act.
- Employers must be cooperative members.

○ Matters Regarding Fees

- No fees will be charged.

○ Matters Regarding Complaint Handling

- Complaints from job seekers or employers will be handled in good faith.

Complaint Contact: Tokai Aichi Management Support Cooperative – Free Employment Placement Office

Employment Placement Manager: Tomoyuki Sakai

Phone: 0569-63-0064

○ Matters Regarding Personal Information Handling

Our office's "Proper Management Regulations for Personal Information" are as follows:

Article 1: Personnel authorized to handle personal information are limited to Tomoyuki Sakai and Midori Yamashita of the Foreign Technical Intern Training Division. The person responsible for handling personal information is Tomoyuki Sakai, the employment placement manager.

Article 2: The employment placement manager shall provide annual training and guidance on personal information handling for the designated personnel, described in Article 1. Additionally, the employment placement manager shall attend a training seminar for employment placement managers at least once every five years.

Article 3: If a request of personal information disclosure is made by the individual concerned, it shall be promptly provided based on objective facts such as qualifications and work experience. Furthermore, if a correction (including deletion) is requested and the request aligns with objective facts, it shall be promptly made. The employment placement manager shall endeavor to inform job seekers, etc. about the handling of personal information regarding disclosure or correction.

Article 4: In the event that a complaint is lodged by the individual concerned regarding the personal information of a job seeker, etc., the person in charge of handling complaints will handle the matter appropriately and in good faith. The person in charge of handling complaints regarding the handling of personal information is Tomoyuki Sakai, the employment placement manager.

○ Matters Regarding Affiliated Organizations (Sending Institutions) Providing Job Offers related to Foreign Technical Intern Trainees

- Refer to the attached document.

Note: This document clarifies the scope of job categories handled, in accordance with Article 32-13 of the Employment Security Act and Article 24-5 of its enforcement regulations.