



Hello Work Sapporo Foreign Workers' Support Desk User Guide

(Job placement service for foreign residents at Hello Work Plaza Sapporo described in below)

Hello Work Sapporo Foreign Workers' Support Desk supports: 1. Foreign residents who look for a job: 2. Business operators who wish to hire foreign persons.

Who is eligible for the service?

- Foreign residents who hold a valid status of residence (it allows you to stay in Japan) with working permission and have enough time left on the period of stay, and foreign students looking for a part time job (those who seek employment for new graduates, please use New Graduates Support Hello Work.)
- Business operators who wish to hire foreign persons

What kind of documents required?

- For registration, please bring your residence card (an identification card given to mid to long-term foreign residents.) If you have been granted a status of residence "designated activities," please bring your passport as well.



Where is the place?

◆Address◆

5F Taiju Seimei Sapporo Kyodo Bldg.,
 Kita 4 Nishi 5, Chuo-ku, Sapporo
 (C/O Hello Work Plaza Sapporo)
 JR Sapporo Sta. Exit South
 5 min. walk



What kinds of services are provided?

For Foreign Residents...

Job Search/Job Placement ●Look for a job!	▶ You can look for a job all over Japan through Hello Work system (basically, job vacancy information on Hello Work system opens for everyone who allowed to work in Japan.) You can also learn how to use the system.
Resume Writing Support ●Answer questions about resume writing	▶ Help your resume writing and fixing.
Job Interview preparation ●Prepare for your job interview	▶ Help your job interview practice and preparation.
Individual counselling ●Solve your problems	▶ Help your job searching activities depending on the situation.

■ For Business Operators ...

Notification of status of foreign workers

- For foreign workers not covered by insurance



Where to submit the Notification of status of foreign workers not covered by employment insurance, and the workplace is located in Chuo-ku, Minami-ku, Nishi-ku, Teine-ku.

Consultation service for business operators who plan to employ foreign persons



Consultation service by the foreign workers' management advisor. (Every Wednesday/reservation required)

Consultation service about Status of Residence relating to working permission in Japan



It is crucial to understand about Status of Residence in Japan if you employ foreign persons (Every Wednesday/reservation required.)

Method of Use

- If it is your first time to visit Hello Work, please call Foreign Workers Support Desk [011-200-9923], and tell your name, you preferred date and time, and your status of residence.
- If it's possible, please try pre-registration on Hello Work Internet Service (URL : <https://www.hellowork.mhlw.go.jp>) before you come. It may save your time at the counter.
- If you need interpreting service, please call [011-200-9923] when the interpreters (Chinese, English, Korean) are available (the schedule is below) and make a reservation.
- It takes about 40 minutes for registration. To utilize our service, the registration is required. Every time you use counselling and interpreting services, you need to make a reservation.
- After registration, the foreign workers' coordinator starts supporting your job searching activities (depending on the job market, we may not provide job placement service.)

Interpreters' Schedule

	Mon.	Tue.	Wed.	Thur.	Fri.
English		13:00-1700 (week1.2.4)		13:00-17:00	
Chinese			13:00-17:00		
Korean					13:00-1700 (week1.2.4)

Advance reservation required (by the hour.)
Please make a reservation for the interpreting service by phone. Please check the details on the website.



◆◆Hello Work Sapporo
Foreign Workers' Support Desk◆◆
Address: 5F Taiju Seimei Sapporo Kyodo Bldg., Kita 4 Nishi 5, Chuo-ku, Sapporo
TEL: 011-200-9923 (direct call)
Service Hours: Mon-Fri 10:15-19:00
(except for holidays and the year-end and New Year holidays)

