



Hello Work Sapporo

Foreign Resident and International Student Support Desk User Guide

(Job placement service for foreign residents and international students at Hello Work Plaza Sapporo described below)

Hello Work Sapporo Foreign Student and International Student Support Desk supports: 1. foreign residents and international students who look for a job; 2. business operators who wish to hire foreign residents and international students.

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 international 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 residents and international students



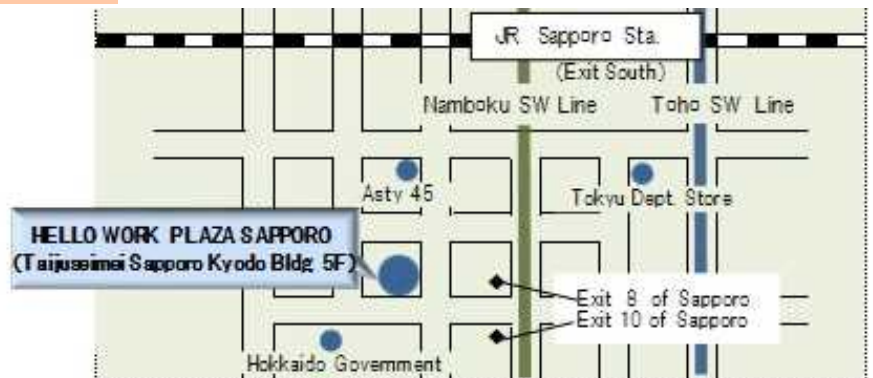
What kind of documents required?

- 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 Station/ Exit South
 A 5-minute walk



What kinds of services are provided?

■ For Foreign Residents and International Students

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 residents (Every Wednesday/reservation required)

Method of Use

- If it is your first time to visit Hello Work, please call Foreign Resident and International Student 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 (Chinese, English, Korean), please call [011-200-9923] when our interpreter is available (the schedule is below) and make a reservation
- It takes about 40 minutes for registration. To utilize our service, the registration is required. For counselling and interpreting service, you need to make a reservation
- After registration, the foreign resident coordinator is able to support your job searching activities (depending on the job market, we may not provide job placement service)

Interpreter 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 Resident and International Student 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)

