【Example】In case of a lecture

Date :　　　April /24/2023

Application （Notification） Form for Request and Permission to Dual Employment

To: President of Japan Advanced Institute of Science and Technology

Address of the company: ◆◆◆ ×× Street, ××, IL 60118 USA

Organization Name: The Society for ●●●●

Representative: ■■ ■■■

　We would like to ask for your consent to the request of the employee below to pursue dual employment.

Please check (or fill in ■) the appropriate box in the following columns ① - ⑧.

①Name of employee requesting dual employment: Sentan Taro
　Affiliation: Graduate School of Advanced Science and Technology　Job title: Professor

②Position Title : lecturer
　Duties & responsibilities : Lecture on ○○ at the ○○ lecture meeting
　Address of work location (starting with the post code): by online

③Anticipated Period of Dual Employment　　■ new　　□continuation
　From: July /22/2023 (□ date of permission)　　To:＿＿/＿＿/20＿＿

④Frequency of Work:
　■　1　(time / case) per （ year / month / week / other period ）　2　hours per (time / case)
　□ Every ＿＿(day of the week)　(＿＿:＿＿ – ＿＿:＿＿)
　□ Intensive course ＿＿hours　＿＿hours per ＿＿day
　□ Other (　　　　　　　　　　　　　　)

⑤Remuneration:
　□ Yes yen (including tax) { per(year(s)/month(s)/day(s)/time(s) /case /hour(s)) , Other }
　■ No

⑥Travel Expenses　□ Yes　　■ No

⑦Type of your institution, contact person, response letter
□　Incorporated educational institution
■ Others (Business activities: Improve ●●● by advancing the field of ××× through education,
　research and ●●●.)
Contact person: ◆◆◆ ×× Street, ××, IL 60118 USA　　■■ ■■■
TEL : +1 ●●●-●●●-●●●●　E-mail : ●●●@×××.org　Website address: http://www.×××.com
Response letter: □ Yes
　※In principle, we will not send a written response. Please check the checkbox only if a response letter is required.

⑧If there is a request for disclosure of the above dual employment requests, tick the checkboxes for any obstacles to disclosure. : □ organization Name (Including Name of Representative / Contents of Business)
□ Title of Office □ Content of Duties

＊The following fields are for our internal use and do not need to be filled in.

　　Application for Permission to Dual Employment(Notification Form)＊ To be completed by applicant

I would like to apply (report) for permission to engage in the second job as described above outside of my prescribed working hours.
＿＿/＿＿/20　　　　　　　　　　Name

＊ Office Use Only　　Date of Receipt of Application:＿＿/＿＿/20＿＿　【北院大第　　号】

There is　　□ no objection　□ objection　　to the above dual employment.
＿＿/＿＿/20＿＿　　　Head of the department

To the above dual employment:
□ Permitted　President of Japan Advanced Institute of Science and Technology.
□ Not Permitted
＿＿/＿＿/20＿＿　(Date of permission)　　Japan Advanced Institute of Science and Technology