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| Attachment 1  | **Dual Employment Request (Application for Permission for Dual Employment / Permission Form)** |
| **To: President of Tohoku University****I would like to ask for your consent to the request of the employee below to pursue dual employment.****Organization Name:** **Representative:** **Website address:** **Content of Business** **Name of employee requesting dual employment: Job title:** **Affiliation:** **Position Title:** **Content of responsibilities**  | **Document Number:**  | ＿＿ /＿＿/20＿＿ |
| **Address of the company where the applicant will be dually employed (starting with the post code):****Affiliated department, supervisor, contact telephone number:**  |
| **Address of work location (starting with the post code):** |
| **Frequency of Work:** | □ Every \_\_\_day \_\_\_\_:\_\_\_\_ - \_\_\_\_:\_\_\_\_ □ times per year / month / week / other period □ Other ( ) 1 time = \_\_\_\_ hours |
| **Anticipated Period of Dual Employment** | From: ＿＿ /＿＿/20＿＿ |  | To: ＿＿ /＿＿/20＿＿ |  |
| **Remuneration:** □ No □ Yes \_\_\_\_\_ yen (including tax)per \_\_\_\_\_ (year(s) / month(s) / day(s) / time(s) / hour(s)) Other ( )**Travel Expenses:** □ No □ Yes (Remarks: ) |
| **In the case where there has been a request for disclosure of the relevant request for dual employment, check that there are obstacles to disclosure.：**□ Organization Name (Including Name of Representative / Contents of Business) □ Title of Office □ Content of Duties |
| **\* To be filled out bythe person applying for dual employment** |
| To: President of Tohoku UniversityI would like to apply for permission to engage in dual employment as described above【 □ outside of my fixed working hours □ during my fixed working hours (Without reduction in my salary according to the provisions of Article 10-2 of the Tohoku University Regulations on Dual Employment) □ during my fixed working hours (and I consent to the appropriate reduction in my salary 】----------------- The return travel time to the location of dual employment is hours minutes.＿＿ /＿＿/20＿＿ Name  |
| **〔Regarding this University's management of profit sharing〕**Indicate the status of the submission and approval of the "Application for the institution of profit sharing" by checking the appropriate boxes or filling out details where required.**□ Approval of the Profit Sharing Management Committee obtained (Written decision to approve dated(** / **))****□ Conditions for submission of an "Application for the institution of profit sharing" have not been met**\* In the case where the economic basis of the financial relationship as set out in the "Application for the institution of profit sharing" has been confirmed, and the conditions for profit sharing have been met, it will be necessary to complete other procedures, as required by the Profit Sharing Management Committee, prior to the submission of this application. Download the "Application for the institution of profit sharing" form from the Profit Sharing Management Committee's home page: (http://www.bureau.tohoku.ac.jp/coi/assessment/2jisyou.html). |
| {Regarding this University's export security management] Indicate the progress of procedures related to the management of export security guarantees, by checking the appropriate box below or filling out details where required.**□ Approval of the appropriate authorities received ( Date of approval of the "Export Management Sheet" ( \_\_\_\_ / \_\_\_\_\_))****□ Conditions for submission of an "Export Management Sheet" have not been met**\* In cases of dual employment where transfer of technology to a foreign country is anticipated, it may be necessary to complete the procedures for export security management prior to submitting this application. Confirm this by referring to the "Dual Employment Check Flow Chart", which can be found under "Basic Flow Charts" in the "Export Security Management at Tohoku University" section of the University Website（http://www.bureau.tohoku.ac.jp/export/gakunai/anzen/gakunai\_kakotsuchi.html） |
| \* Office Use Only | Date of Receipt of Application: ＿＿ /＿＿/20＿＿ |
|  ＿＿ /＿＿/20＿＿ NumberPermission for dual employment according to the above application is granted on behalf of the President of the University. If it is deemed that the applicant has come to fall under any of the items of Article 4 of the Rules for Engaging in Dual Employment after the permission has been granted, the permission will be revoked.If there is any change in the job description of the dual employment, the application procedure must be repeated.　　　Dean of the Graduate School of ○○, Tohoku University  |