（様式第１号）

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| **求人票** | | | | | | | | | | | | | | | | | | | | | ※受付年月日 | | | | | | | | | | | | | | | ※受付番号 | | | | | | | | | |
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| 求人者 | ふりがな | |  | | | | | | | | | | | | | | | | | | ふりがな | | | | | | | |  | | | | | | | | | | | | | | | | |
| 事業所名 | |  | | | | | | | | | | | | | | | | | | 代表者名 | | | | | | | | （役職） | | | | | | | |  | | | | | | | | |
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| 所在地 | | 〒（　　　　）－（　　　　） | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | |
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| 就業場所 | | 〒（　　　　）－（　　　　） | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
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| ＵＲＬ | | http:// | | | | | | | | | | | | | | | | | | Ｅ－ｍａｉｌ | | | | | | | | @ | | | | | | | | | | | | | | | | |
| 事業内容 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 従業員数 | | 全体 | | | | |  | | | | | 人 | | | | | | | | 病床数 | | | | | | | |  | | | | | | | | | | | | | | | | 床 |
| （男　　　人・ | | | | | | | 女　　　人） | | | | | | | | | | | 入所定員 | | | | | | | |  | | | | | | | | | | | | | | | | 名 |
| 創立 | | 明・大・昭・平 | | | | | | | | | | | 年　　月 | | | | | | | 資本金 | | | | | | | |  | | | | | | | | | | | | | | | | 万円 |
| 採用  担当者  連絡先 | | 部　　　　　　　　　課 | | | | | | | | | | | | | | | | | | | | | | | | | | ＴＥＬ | | | | | | | |  | | | | | | | | |
| (役職) | |  | | | | | | | | | | | (氏名) | | |  | | | | | | | | | | Ｅ－ｍａｉｌ | | | | | | | |  | | | | | | | | |
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| 求人内容 |  | | 採用職種 | | | | | | | | 必要資格 | | | | | | | | | | | | | | 採用人数 | | | | | 雇用形態 | | | | | | | | | | | | | | | |
| ① | |  | | | | | | | |  | | | | | | | | | | | | | | 名 | | | | | ①常勤 | | | | | | | | | | | ②契約社員 | | | | |
| ③その他 | | | | | | | | | | (　　　　　　) | | | | | |
| ② | |  | | | | | | | |  | | | | | | | | | | | | | | 名 | | | | | ①常勤 | | | | | | | | | | | ②契約社員 | | | | |
| ③その他 | | | | | | | | | | (　　　　　　) | | | | | |
| ③ | |  | | | | | | | |  | | | | | | | | | | | | | | 名 | | | | | ①常勤 | | | | | | | | | | | ②契約社員 | | | | |
| ③その他 | | | | | | | | | | (　　　　　　) | | | | | |
| ④ | |  | | | | | | | |  | | | | | | | | | | | | | | 名 | | | | | ①常勤 | | | | | | | | | | | ②契約社員 | | | | |
| ③その他 | | | | | | | | | | (　　　　　　) | | | | | |
| 求人条件　※職種により異なる場合は裏面に記載 | 就業時間 | | 午前　　時　　分～午後　　時　　分  (土曜日 　　時　　分まで) | | | | | | | | | | | | | | | | | | | 交替制 | | | | | | | 有　・　無 | | | | | | | | | | | | | | | | |
| ① | | 時　　分～　　時　　分 | | | | | | | | | | | | | | |
| ② | | 時　　分～　　時　　分 | | | | | | | | | | | | | | |
| 休日 | | 日曜・祝日　　曜日、月間休日（　　）日  年間休日（　　）日 | | | | | | | | | | | | | | | | | | | | | | | 週休2日制 | | | | | | | 有・無 | | | | | | | （ 完全 ・ 隔週 ） | | | | | |
| その他（　　　　） | | | | | |
| 有給休暇 | | 就職の年 | | | 日 | | | | | | ・2年目 | | | | | | 日 | | | | | | ・最高 | | | | | 年目 | | | | | | | | | 日 | | | | | | | |
| 基本給 | |  | | | 円 | | | 在宅手当 | | | | | | | |  | | | | | | | | 円 | | | 通勤手当 | | | | | | | | | 全額支給・最高  （　　　　）円迄支給 | | | | | | | | |
| 資格手当 | |  | | | 円 | | | 手当 | | | | | | | |  | | | | | | | | 円 | | | 賞　　与 | | | | | | | | | 年 | | | | | | 回 | | |
| 合計 | | | | | | ヶ月 | | |
| 手当 | |  | | | 円 | | | 手当 | | | | | | | |  | | | | | | | | 円 | | | 定期昇給 | | | | | | | | | 年 | | | | | | 回 | | |
| 合計 | | | | | 円・％ | | | |
| 手当 | |  | | | 円 | | | 合　　計 | | | | | | | |  | | | | | | | | 円 | | | 職員寮 | | | | | | | | | 有　・　無 | | | | | | | | |
| 加入保険 | | 健康・厚生・雇用・労災・財形  退職金制度・その他（　　　　　　　　　　） | | | | | | | | | | | | | | | | | | | | | | | | | 自動車通勤 | | | | | | | | | 可　・　不可 | | | | | | | | |
| 勤務条件 | | 自宅通勤者のみ　・　自宅外通勤可 | | | | | | | | | | | | | | | | | | | | | | | | | バイク通勤 | | | | | | | | | 可　・　不可 | | | | | | | | |
| 採用試験 | | 就職説明会 | | 有　・　無　・　随時 | | | | | | | | | | | | | | | | | | | | | | | 開催日時 | | | | | 月　　日　　時　　分～ | | | | | | | | | | | | | | |
| 申込方法 | | | 電話・インターネット | | | | | | | | | | | | | | | | | | | | 開催場所 | | | | |  | | | | | | | | | | | | | | |
| 選考受付 | | 月　　日～　　月　　日　・　随時 | | | | | | | | | | | | | | | | | | | | | | | 申込締切 | | | | | 月　　日 | | | | | | | | | | | | 必着・随時 | | |
| 提出書類 | | 履歴書・卒業見込証明書・成績証明書・健康診断書・推薦書 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| その他（　　　　　　　　　　　　　　　） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 書類提出先 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 選考日程 | | 月　　日～　　月　　日 | | | | | | | | | | | | | | | | * 随時 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 選考場所 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 選考方法 | | 筆記試験（一般常識・ＳＰＩ・作文・小論文・専門）・　適性検査　・　面接 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| その他（　　　　　　　　　　　　　　） | | | | | | | | | | | | | | | | | | | | | | | ・実習（　　　　　）日間 | | | | | | | | | | | | | | | | | | | |
| 合否決定 | | 月　　日 | | | | | | | | | | | * 日後 | | | | | | | | | | | | 入職日 | | | | | | | 年　　月　　日 | | | | | | | | | | | | |
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| 選考場所　（略図） | | （鉄道） | | 線 | | | | | | | | | | | 駅 | | | | | | | | 下車 | | | | | | | | | | | | | | | | 徒歩　　　　　分 | | | | | | | |
| （バス） | | 行 | | | | | | | | | | | 駅 | | | | | | | | 下車 | | | | | | | | | | | | | | | |
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| 通信欄 | | 求人条件詳細・連絡事項・ご意見・ご要望等がございましたら、ご記入ください。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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