

# 横須賀基地空席広報 VACANCY ANNOUNCEMENT

-Reissue-

Hourly wage was changed from ¥910 to ¥920.

広報番号 :  
Announcement  
No.

CFAY-FR-HPT-11-16(R)

募集締切日:  
Closing Date

6 Apr 16  
1st Cut-off: 24 Feb 16  
2nd Cut-off: 16 Mar 16

発行日:  
Date of Issue

4 Feb 16

1.職種名 Job title ( 等級 Grade 1 / 語学等級 LD N/A )

## Identification Checker, #158 (身分証明書点検職)

事務系 Administrative  技能系 Blue Collar Trade  保安系 Security  医療系 Medical

募集人数  
No. of  
Recruitment

1名

4.募集範囲 Area of Consideration

- I.  現 MLC/IHA 従業員(部隊内)  
Current MLC/IHA Employee within Activity  
II.  現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance  
III.  現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide  
IV.  外部 Off Base Applicant

\* Those who previously applied  
for VA#: CFAY-FR-HPT-11-16  
need not to reapply.

5.雇用の種類 Type of Employment

- MLC  
 IHA  HPT  
 常用 Permanent 時給¥920  
 限定 Limited Term ( \_\_\_ ヵ月 Months)

午後 10 時から翌朝 5 時まで  
夜勤給(25% 割増)

2.部隊 Activity

Commander Fleet Activities, Yokosuka  
Fleet Readiness Department,  
Club Operations Division  
Club Alliance (クラブ アライアンス)

勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka

3.勤務時間 Work Schedule ( 週 30-39 時間制 hrww)

勤務日/Work Days: Various shift between 16:30-02:30 including weekend &  
holidays. (16:30-02:30 内の週末祝日を含む各種シフト制)

勤務時間/Work Hours: Various work hours/Rotation Shift/Irregular Schedule.  
(ローテーションシフト制、不規則勤務あり)

休憩/Recess: 1 hour recess per day when working 6 hours or more, no recess  
when working less than 6 hours.  
(勤務時間が 6 時間以上の日は 1 時間、6 時間未満は休憩なし)

夜勤 Night Shift  残業 Overtime  出張 Business Travel

6.職務内容 Duties

Stands guard at the entrance to a Club or a store or other establishment and checks identification cards of patrons to ascertain that only authorized personnel are admitted. Refuses entry to unidentified or improperly identified persons and refers them to the proper office. Directs patrons to various parts of the establishment. Inspects bags of patrons prior to entering. Counts number of patrons admitted at the assigned post. Performs other related or incidental duties as assigned.

7.資格要件/身体条件 Qualification/Physical Requirements

- a. Knowledge of customer service concepts and practices. サービス業の基本が理解できている方  
b. Ability to check identification cards and identify authorized personnel.  
身分証明書を点検して入店資格の有無を見分ける能力  
c. Ability to speak, read and write English at elementary proficiency level. 初歩的な英語力

\* Handicapped applicants may be accepted, depending upon the degree and kind of disability

\* 障害のある方については、その程度により考慮します。

英語力 English Language Proficiency :  必要なし None  初級 Basic  中級 Intermediate  上級 Advanced  特段の能力  
Exceptional

学歴 Educational Background : N/A

免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8



**\*\*時給制臨時雇用従業員 (HPT) 雇用について\*\***  
**\*\*HPT-Hourly Pay Temporary (HPT) Employment\*\***

契約期間：1年を越えない期間（その後更新される事もある）

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)

交通費支給。Commutation allowance will be paid.

勤務時間が週20時間以上の場合は雇用保険の加入、週30時間以上健康保険・厚生年金の加入が義務づけられています。Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance. Employees whose weekly work hours are 30 hours or more must be covered by Health Insurance and Pension plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

**PRIVACY ACT STATEMENT 個人情報保護について**

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。