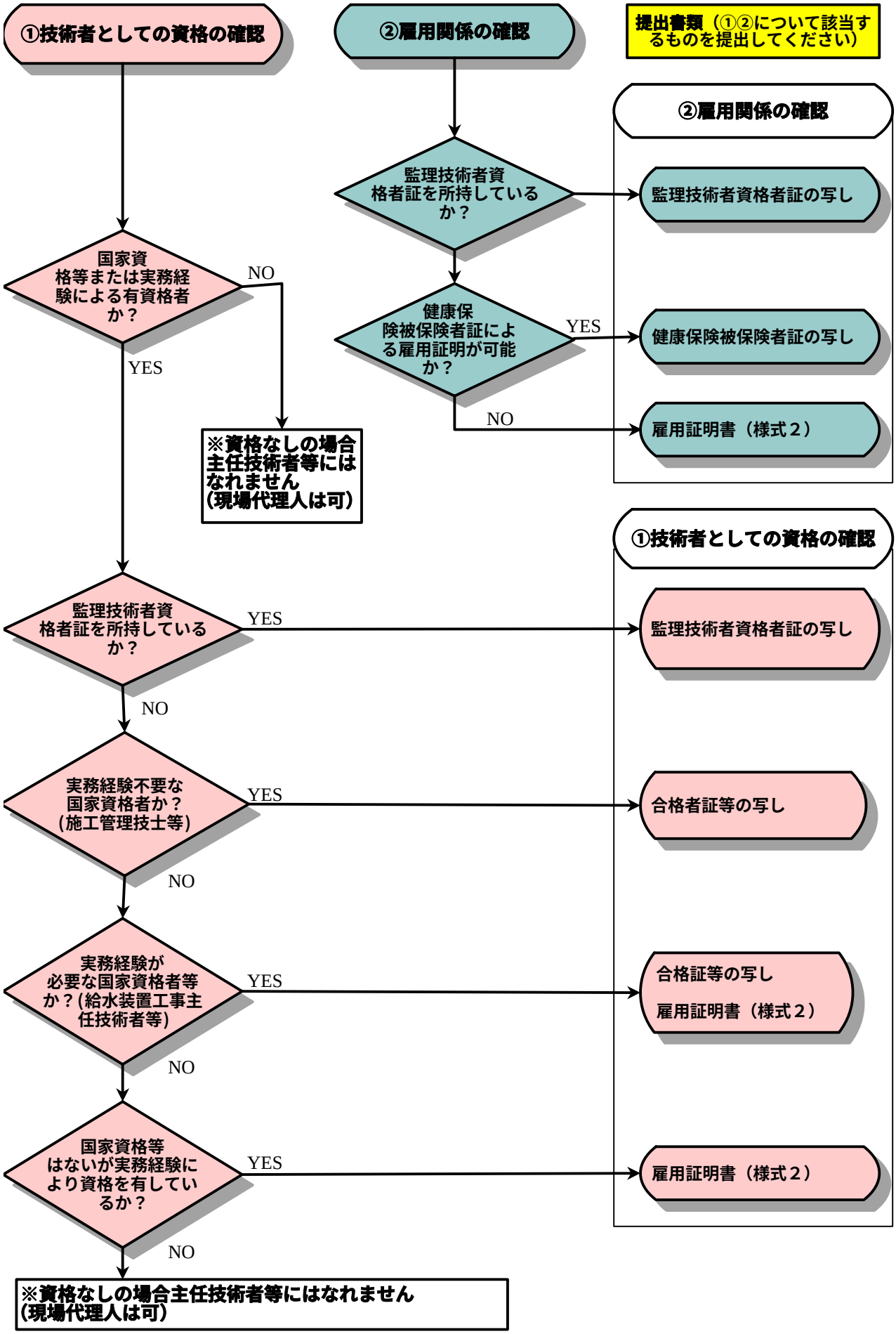資格・雇用証明書類の提出方法