

Notes for entry (Question 6~13)

6. Was this person engaged in work during the survey week?

"Work" means any work for pay or profit whether it be in the form of wages, salary, business profits, etc. Family members who worked for the family business such as a farm, store etc. are regarded as those "working", even though they did not receive any wages. The work also includes any home handicraft or temporary work for pay or profit.

"1 Engaged mainly in work" refers to a person who was engaged mainly in work on a farm or in an office, etc.
 "4 Had a job but did not work" refers to:

- a the employee or the worker who had been away from his work because of sickness, holidays, etc., but who is expected to receive wages or salary.
- b the self employed person or employer who had been away from his work for less than 30 days because of sickness, holidays, etc.

"5 Had no job but seeking one" refers to the person who had no job but was actually seeking work by answering the advertisements in the newspaper, applying at the Public Employment Security Office, etc. Also refers to the person who is waiting for the answer of the application and is able to take up a job immediately after he finds a job.

7. Hours worked during the survey week

- Include the hours worked on a main job, side job, assisting in the family enterprise, temporary remunerative work, preparing for and clearing work, overtime work, etc.
- Do not include the hours spent for housekeeping, voluntary work without pay, meals, breaks, transporting to and from an office, etc.

8. "Self employed worker" includes a shop keeper, a factory owner, a farmer, doctor, solicitor, writer or travelling marchant etc., who carries on his own business on account.

9. }
 10. } See example on separate sheet.

11. }
 12. Number of persons engaged in the enterprise as a whole

- Self employed worker should be counted if the organization is "unincorporated".

13. Desire for work
 "Wishing to change jobs" refers to the employee who wished to be a self employed worker, to change the enterprise where he had been working to another, the self employed worker who wished to be an employee, etc. But does not refer to the person who wished to change the type of work in the same enterprise.

Memorandum for question 7 on the reverse side

| Names | | Hours.Minutes | Hours.Minutes | Hours.Minutes | Hours.Minutes | Hours.Minutes |
|---|-----|---------------|---------------|---------------|---------------|---------------|
| Hours worked (to be recorded every day) | Day | . | . | . | . | . |
| | Day | . | . | . | . | . |
| | Day | . | . | . | . | . |
| | Day | . | . | . | . | . |
| | Day | . | . | . | . | . |
| | Day | . | . | . | . | . |
| | Day | . | . | . | . | . |
| Total | | . | . | . | . | . |

LABOUR FORCE SURVEY SCHEDULE

Confidential

Designated Statistics
 No. 30

(For first month)

Month ___ Year ___

Bureau of Statistics
 Office of the Prime Minister

The statistical law, on which this survey is based, prohibits the use of the information supplied by you for purposes other than strictly statistical. It is also forbidden that enumerators and any other officials who may be engaged in the survey disclose what is reported in the schedules. You are, therefore, kindly requested to provide information frankly and accurately.

PLEASE READ THE FOLLOWING NOTES BEFORE FILLING OUT

All members who usually live in your household should be included in this schedule.

Persons to be included

- Family members
- Living-in employees
- Persons living in the family without paying for room and for meals

Those persons who have temporarily been away from their household due to travelling, hospitalization or working elsewhere should be included, but not students and pupils living in school dormitories (these are to be reported at their present residence.)

Special attention should be paid to the following cases.

- Lodgers
- Lodgers such as roomers and boarders who pay room rent should be reported individually as a separate household.
- Lodgers living together with their relatives should be reported with their relatives as one household.

Persons living in dormitories

- Persons living in school dormitories, dormitories for unmarried employees, etc. should be reported individually as a separate household.

Columns to fill out

For persons 15 years old and over, fill out the entry page on the reverse side.

- The household head should be entered in the column No. 1.
 - Use another schedule, if the number of household members is six or more.
- For persons 14 years old and under, fill out the columns below.

See the example on separate sheet when entering in the schedule.

When entry is over, check if the entry is correct. Write the name of the head in the designated column, and give this schedule to the enumerator.

In this survey, actual status during the survey week ending the last day of the month should be entered.

For instance, for the person who happened to work temporarily during the survey week, the entry should be made as regards the work done even if he usually does not work. For the person who is usually working in an office but who was absent from work and assisted his farm work during the survey week, the entry should be made as regards the farm work.

Like this, actual status during the survey week should be entered so that the changes of the labour force status of the population in our country might accurately be obtained from month to month.

For persons 14 years old and under

For the baby who is not yet named, write "not yet named"

| Number | 51 | 52 | 53 | 54 | 55 |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 1 Name | | | | | |
| 2 Relationship to household head | | | | | |
| 3 Sex | 1 Male 2 Female | 1 Male 2 Female | 1 Male 2 Female | 1 Male 2 Female | 1 Male 2 Female |
| 4 Date of birth | Year, Month, Day | Year, Month, Day | Year, Month, Day | Year, Month, Day | Year, Month, Day |

| | | | | | | | | | | |
|-----------------------------------|---------------------------|------------------------------------|----------------|-------------------------|--|--|------------------------------------|------------|------|--------|
| To be filled in by the enumerator | Enumeration district code | For a person 15 years old and over | Household code | Area of cultivated land | | | Number of members of the household | Both sexes | Male | Female |
| | | | | 1. 50 acres or more | 2. More than 10 acres but less than 50 acres | 3. Less than 10 acres or without cultivated land | 15 years old and over | | | |
| | | | | | | Under 15 | | | | |

| | | 1 | | | 2 | | | 3 | | | 4 | | | 5 | | |
|-----|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1 | Name | Enter the names of persons 15 years old and over who usually live in your household. See the notes on page 1 for the persons to be included. | | | | | | | | | | | | | | |
| 2 | Relationship to the household head | Write as Wife, Mother, Eldest son, Wife of eldest son, Domestic servant, Business employee, etc. according to relationship to the household head. | | | | | | | | | | | | | | |
| 3 | Sex | 1. Male 2. Female | | | 1. Male 2. Female | | | 1. Male 2. Female | | | 1. Male 2. Female | | | 1. Male 2. Female | | |
| 4 | Date of birth | Year Month Day | | | Year Month Day | | | Year Month Day | | | Year Month Day | | | Year Month Day | | |
| 5 | Marital status | 1. Never married 2. Married 3. Widowed, divorced | | | 1. Never married 2. Married 3. Widowed, divorced | | | 1. Never married 2. Married 3. Widowed, divorced | | | 1. Never married 2. Married 3. Widowed, divorced | | | 1. Never married 2. Married 3. Widowed, divorced | | |
| 6 | Was this person engaged in work at all during the survey week? | <p>Work means any work for pay or profit including the work in a family business on a farm, in a store, and so on.</p> <p>For a person engaged mainly in work 1 For a person engaged partly in work besides attending school, engaging in home duties, and so on 2 or 3 For a person not engaged in work Had a job but did not work 4 Had no job but seeking one 5 Attended school, engaged in home duties and others 6, 7 or 8</p> <p>Circle an appropriate number</p> | | | | | | | | | | | | | | |
| 6-2 | Seeking a main job or a secondary one (For persons who circled 5 in column 6) | <p>Seeking a main job 1 Seeking a secondary job besides attending school, engaging in home duties, and so on 2</p> <p>Circle an appropriate number</p> | | | | | | | | | | | | | | |
| 7 | Hours worked during the survey week. (Use the "memorandum" at page 4) | Include hours worked on side jobs, home handicrafts, temporary jobs, etc. For a person who had a job but did not work during the survey week (person who circled 4 in column 6), write 0. | | | | | | | | | | | | | | |
| | | hours | | | hours | | | hours | | | hours | | | hours | | |

| Details of work | | For an employee | | | For an employee | | | For an employee | | | For an employee | | | For an employee | | |
|-----------------|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 8 | Status | <p>For an employee</p> <p>Regular employee 1 Temporary employee (an employee who has a contract of employment with a period of a month or more but not more than a year) 2 Day labourer (including an employee who has a contract of employment with a period of less than a month) 3 For a company or public corporation director 4 For a self employed worker with employees 5 Without employee 6 For a family worker 7 For a person who did home handicraft 8</p> <p>Circle an appropriate number</p> | | | | | | | | | | | | | | |
| 9 | Name of establishment | 1. Unincorporated 2. Company 3. Others | | | 1. Unincorporated 2. Company 3. Others | | | 1. Unincorporated 2. Company 3. Others | | | 1. Unincorporated 2. Company 3. Others | | | 1. Unincorporated 2. Company 3. Others | | |
| 10 | Kind of business or industry | Write specifically the kind of business or industry at the office, factory, shop, etc. where this person worked. (See example) | | | | | | | | | | | | | | |
| 11 | Kind of work | Write specifically the kind of work in which this person was engaged at the office, factory, shop, etc. (See example) | | | | | | | | | | | | | | |
| 12 | Number of persons engaged in the enterprise as a whole | State the number of persons engaged in the enterprise including the main office, branch offices, factories, etc. Circle 9 for a central or local government employee. | | | | | | | | | | | | | | |
| 13 | Desire for work | <p>For a person who is wishing to change jobs</p> <p>Seeking 1 Not seeking 2</p> <p>For a person who is wishing to have another job in addition to the present one</p> <p>Seeking 3 Not seeking 4 Others 5</p> | | | | | | | | | | | | | | |

Notes for entry (Question 6~13)

6. Was this person engaged in work during the survey week?

"Work" means any work for pay or profit whether it be in the form of wages, salary, business profits, etc. Family members who worked for the family business such as a farm, store etc. are regarded as those "working", even though they did not receive any wages. The work also includes any home handicraft or temporary work for pay or profit.

"1 Engaged mainly in work" refers to a person who was engaged mainly in work on a farm or in an office, etc.

"4 Had a job but did not work" refers to:

- a the employee or the worker who had been away from his work because of sickness, holidays, etc., but who is expected to receive wages or salary.
- b the self employed person or employer who had been away from his work for less than 30 days because of sickness, holidays, etc.

"5 Had no job but seeking one" refers to the person who had no job but was actually seeking work by answering the advertisements in the newspaper, applying at the Public Employment Security Office, etc. Also refers to the person who is waiting for the answer of the application and is able to take up a job immediately after he finds a job.

7. Hours worked during the survey week

- Include the hours worked on a main job, side job, assisting in the family enterprise, temporary remunerative work, preparing for and clearing work, overtime work, etc.

- Do not include the hours spent for housekeeping, voluntary work without pay, meals, breaks, transporting to and from an office, etc.

8. "Self employed worker" includes a shop keeper, a factory owner, a farmer, doctor, solicitor, writer or travelling merchant etc., who carries on his own business on account.

9. }
10. } See example on separate sheet.
11. }

12. **Number of persons engaged in the enterprise as a whole**

- Self employed worker should be counted if the organization is "unincorporated".

13. **Desire for work**

"Wishing to change jobs" refers to the employee who wished to be a self employed worker, to change the enterprise where he had been working to another, the self employed worker who wished to be an employee, etc. But does not refer to the person who wished to change the type of work in the same enterprise.

Memorandum for question 7 on the reverse side

| Names | | | | | | |
|---|-------|---------------|---------------|---------------|---------------|---------------|
| Hours worked (to be recorded every day) | Day | Hours.Minutes | Hours.Minutes | Hours.Minutes | Hours.Minutes | Hours.Minutes |
| | Day | . | . | . | . | . |
| | Day | . | . | . | . | . |
| | Day | . | . | . | . | . |
| | Day | . | . | . | . | . |
| | Day | . | . | . | . | . |
| | Day | . | . | . | . | . |
| | Total | . | . | . | . | . |

LABOUR FORCE SURVEY SCHEDULE

Confidential

Designated Statistics
No. 30

Month ___ Year ___

Bureau of Statistics
Office of the Prime
Minister

(For second month)

The statistical law, on which this survey is based, prohibits the use of the information supplied by you for purposes other than strictly statistical. It is also forbidden that enumerators and any other officials who may be engaged in the survey disclose what is reported in the schedules. You are, therefore, kindly requested to provide information frankly and accurately.

Thank you for your cooperation last month.
Your cooperation is again requested this month

PLEASE READ THE FOLLOWING NOTES BEFORE FILLING OUT

All members who usually live in your household should be included in this schedule.

Persons to be included

- Family members
- Living-in employees
- Persons living in the family without paying for room and for meals

Those persons who have temporarily been away from their household due to travelling, hospitalization or working elsewhere should be included, but not students and pupils living in school dormitories (these are to be reported at their present residence.)

Special attention should be paid to the following cases.

Lodgers

- Lodgers such as roomers and boarders who pay room rent should be reported individually as a separate household.
- Lodgers living together with their relatives should be reported with their relatives as one household.

Persons living in dormitories

- Persons living in school dormitories, dormitories for unmarried employees, etc. should be reported individually as a separate household.

Columns to fill out

For persons 15 years old and over, fill out the entry page on the reverse side.

- The household head should be entered in the column No. 1.
- Use another schedule, if the number of household members is six or more.

For persons 14 years old and under, fill out the columns below.

See the example on separate sheet when entering in the schedule.

When entry is over, check if the entry is correct. Write the name of the head in the designated column, and give this schedule to the enumerator.

In this survey, actual status during the survey week ending the last day of the month should be entered.

For instance, for the person who happened to work temporarily during the survey week, the entry should be made as regards the work done even if he usually does not work. For the person who is usually working in an office but who was absent from work and assisted his farm work during the survey week, the entry should be made as regards the farm work.

Like this, actual status during the survey week should be entered so that the changes of the labour force status of the population in our country might accurately be obtained from month to month.

(For second month)

| Notes The columns 1-5 will have been filled out by the enumerator. If anyone written in this schedule has moved out or died during preceding month, mark the name with X. If anyone 15 years old and over has moved in during preceding month, fill out the columns 1-13. | To be filled in by the enumerator | Enumeration district code | For a person 15 years old and over | | To be filled in by the enumerator | Household code | | | Area of cultivated land | | Number of members of the household | | Both sexes | Male | Female | |
|--|--|---------------------------|--|---|--|----------------|--|---|--|----------|--|--|--|------|--------|--|
| | | | 1 | 2 | | 1 | 2 | 3 | 15 years old and over | Under 15 | | | | | | |
| 1 Name | Enter the names of persons 15 years old and over who usually live in your household. See the notes on page 1 for the persons to be included. | | Number | | | | | | | | | | | | | |
| 2 Relationship to the household head | Write as Wife, Mother, Eldest son, Wife of eldest son, Domestic servant, Business employee, etc. according to relationship to the household head. | | Head | | | | | | | | | | | | | |
| 3 Sex | Circle 1 for male, or 2 for female | | 1. Male 2. Female | | 1. Male 2. Female | | 1. Male 2. Female | | 1. Male 2. Female | | 1. Male 2. Female | | 1. Male 2. Female | | | |
| 4 Date of birth | | | Year Month Day | | Year Month Day | | Year Month Day | | Year Month Day | | Year Month Day | | Year Month Day | | | |
| 5 Marital status | Circle an appropriate number irrespective of official record. | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | | |
| 6 Was this person engaged in work at all during the survey week? | Work means any work for pay or profit including the work in a family business on a farm, in a store, and so on. For a person engaged mainly in work 1 For a person engaged partly in work besides attending school, engaging in home duties, and so on 2 or 3 For a person not engaged in work Had a job but did not work 4 Had no job but seeking one 5 Attended school, engaged in home duties and others 6, 7 or 8 | | Circle an appropriate number | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | | |
| 6-2 Seeking a main job or a secondary one (For persons who circled 5 in column 6) | Seeking a main job 1 Seeking a secondary job besides attending school, engaging in home duties, and so on 2 | | Circle an appropriate number | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | 1. Never married 2. Married 3. Widowed, divorced | | | |
| 7 Hours worked during the survey week. (Use the "memorandum" at page 4) | Include hours worked on side jobs, home handicrafts, temporary jobs, etc. For a person who had a job but did not work during the survey week (person who circled 4 in column 6), write 0. | | hours | | hours | | hours | | hours | | hours | | hours | | | |

| Details of work | 8 Status | 9 Name of establishment | 10 Kind of business or industry | 11 Kind of work | 12 Number of persons engaged in the enterprise as a whole | 13 Desire for work | For an employee | | For an employee | | For an employee | | For an employee | | For an employee | | | | | | | | | |
|---|---|--|--|---|---|--|---|--|--|---|---|--|---|--|--|---|---|--|---|--|--|---|---|--|
| | | | | | | | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | | | | | | |
| Report on the work this person actually did during the survey week. Report on the work this person did for longest hours if the work from two or more jobs during the survey week. For the person who circled 4 in column 6, report on the work from which he was absent. | Regular employee 1 Temporary employee (an employee who has a contract of employment with a period of a month or more but not more than a year) 2 Day labourer (including an employee who has a contract of employment with a period of less than a month) 3 For a company or public corporation director 4 For a self employed worker with employees 5 Without employee 6 For a family worker 7 For a person who did home handicraft 8 | 1. Unincorporated 2. Company 3. Others | Write specifically the kind of business or industry at the office, factory, shop, etc. where this person worked. (See example) | Write specifically the kind of work in which this person was engaged at the office, factory, shop, etc. (See example) | 1. 2. 3. 4. 5. 6. 7. 8. 9. Government or more 1000 persons 500-999 persons 100-499 persons 30-99 persons 10-29 persons 5-9 persons 2-4 persons 1 person | For a person who is wishing to change jobs Seeking 1 Not seeking 2 For a person who is wishing to have another job in addition to the present one Seeking 3 Not seeking 4 Others 5 | 1. Regular 2. Day labourer 3. Temporary 4. Director 5. Self employed worker (with employees) 6. Self employed worker (without employees) 7. Family worker 8. Home handicraft | 1. Unincorporated 2. Company 3. Others | Write specifically the kind of business or industry at the office, factory, shop, etc. where this person worked. (See example) | Write specifically the kind of work in which this person was engaged at the office, factory, shop, etc. (See example) | 1. 2. 3. 4. 5. 6. 7. 8. 9. Government or more 1000 persons 500-999 persons 100-499 persons 30-99 persons 10-29 persons 5-9 persons 2-4 persons 1 person | For a person who is wishing to change jobs Seeking 1 Not seeking 2 For a person who is wishing to have another job in addition to the present one Seeking 3 Not seeking 4 Others 5 | 1. Regular 2. Day labourer 3. Temporary 4. Director 5. Self employed worker (with employees) 6. Self employed worker (without employees) 7. Family worker 8. Home handicraft | 1. Unincorporated 2. Company 3. Others | Write specifically the kind of business or industry at the office, factory, shop, etc. where this person worked. (See example) | Write specifically the kind of work in which this person was engaged at the office, factory, shop, etc. (See example) | 1. 2. 3. 4. 5. 6. 7. 8. 9. Government or more 1000 persons 500-999 persons 100-499 persons 30-99 persons 10-29 persons 5-9 persons 2-4 persons 1 person | For a person who is wishing to change jobs Seeking 1 Not seeking 2 For a person who is wishing to have another job in addition to the present one Seeking 3 Not seeking 4 Others 5 | 1. Regular 2. Day labourer 3. Temporary 4. Director 5. Self employed worker (with employees) 6. Self employed worker (without employees) 7. Family worker 8. Home handicraft | 1. Unincorporated 2. Company 3. Others | Write specifically the kind of business or industry at the office, factory, shop, etc. where this person worked. (See example) | Write specifically the kind of work in which this person was engaged at the office, factory, shop, etc. (See example) | 1. 2. 3. 4. 5. 6. 7. 8. 9. Government or more 1000 persons 500-999 persons 100-499 persons 30-99 persons 10-29 persons 5-9 persons 2-4 persons 1 person | For a person who is wishing to change jobs Seeking 1 Not seeking 2 For a person who is wishing to have another job in addition to the present one Seeking 3 Not seeking 4 Others 5 |

| To be filled in by the enumerator | Change over the month in members of the household | | To be filled out by the Bureau | |
|-----------------------------------|---|----------------------------|--------------------------------|---------------|
| | 1. Unchanged | 2. Reached 15 years of age | 3. Moved in | 4. Eliminated |
| | 1 | 2 | 3 | 4 |