

Appendix 4 Labour Force Survey Questionnaire

Labour Force Survey Questionnaire (For First Month)

Statistics Bureau
Management and Coordination Agency

Designated
Statistics No. 30

To be Completed by Enumerator		
Enumeration District Code	Household Number	Household Member Number

- This questionnaire will be used only for statistical purposes. Please answer the questions to the best of your knowledge.
- Please answer for each of the persons aged fifteen or older.
- Unless otherwise specified, please encircle an appropriate number for each question.
- Please answer the following questions in regular succession. If there is any instruction in the reply column, follow the instruction.

For persons aged 15 or older as of the end of the month (26th for December)

1 Name and sex	Name <input type="text"/>	1 Male 2 Female
2 Relationship to the head of the household • Each category includes in-laws.	1 Head of household 2 Spouse of the head of household 3 Son or daughter 4 Son's or daughter's spouse 5 Grandson or granddaughter 6 Father or mother 7 Grandfather or grandmother 8 Brother or sister 9 Other relative 10 Other	
3 Year and month of birth	19 <input type="text"/> Year <input type="text"/> Month	
4 Marital status • Write the actual situation irrespective of official record.	1 Never married 2 Married 3 Widowed or divorced	
5 Were you engaged in work at all during the last seven days of the month (20 to 26 for December)? • Write whether you were engaged in any work during the last seven days of the month. • "Work" means any work for pay or profit. It includes work in a family business (unincorporated shop, farm, etc.) as well as piecework at home.	1 Mainly engaged in work 2 Engaged in work besides attending school 3 Engaged in work besides doing housework 4 Absent from work 5 Had no job and was seeking one 6 Attended school 7 Did housework 8 Other (elderly persons, etc.)	Go on to Column 6. Go on to Column 5-2. Question ended
5-2 The job you were seeking • This column should be filled out by those who encircled 5.	Seeking a job 1 To work mainly 2 To work besides attending school or doing housework, etc.	Question ended Question ended
Those who worked besides attending school or doing housework, etc. or were absent from work		
6 Hours worked during the survey week (20 to 26 for December) • Hours for which the person did a side job, a piecework at home or a temporary work should be included. • If you encircled 4 in Question 5, write 0.	<input type="text"/> Hours	

Details of work Report on the work you actually did during the week ending the last day of the month (20 to 26 for December) or the work from which you were absent during the same week. If you worked in more than one job, report on the job in which you worked the greatest number of hours.	7 Employment status • "Temporary worker" refers to a person for which the employment contract period is not less than one month but not more than one year. • "Day labourer" refers to a person for which the employment contract period is less than one month. • "Self-employed worker" refers to shopkeeper working on his/her own account, farmer, etc. • "Piecework at home" refers to work at piece rates conducted at home.	Employee 1 Regular employee 2 Temporary employee 3 Day labourer 4 Executive of company or corporation Self-employed worker 5 With employee (s) 6 Without employee 7 Family worker 8 Doing piecework at home	
	8 Organizational form and name of establishment, proprietor, etc. and type of business or industry • "Other" includes government agencies, public corporations, private schools as well as other corporations and organizations. • Describe the name of the office, factory or shop at which you work and the details of business or industry.	Form of organization 1 Unincorporated enterprise 2 Company 3 Other	Name of establishment, proprietor, etc.
	9 Your occupation • Describe specifically the kind of work you were engaged in at the establishment.	Type of business or industry	
	10 Total number of workers in the business enterprise to which the establishment or proprietor belongs • Write the total number of workers including those of the head office and branch offices. • If you are central or local government worker, encircle 9.	1 1 2 2~4 3 5~9 4 10~29 5 30~99	6 100~499 7 500~999 8 Not less than 1,000 9 Government
11 Do you wish to change the present job, or wish to have another job in addition to the present one? • Write whether you wish to change the present job, or whether you wish to have another job in addition to the present one, and whether you are seeking such an additional job.	Wish to change the present job Wish to have an additional job Do not wish to change the present job or have another job in addition to the present one.	1 Seeking one 2 Not seeking 3 Seeking one 4 Not seeking 5 Other	

To be completed only in the questionnaire for the head of household.

For persons aged 14 or under as of the end of the month (26th for December)

1 Name and sex	<input type="text"/> 1 Male 2 Female	<input type="text"/> 1 Male 2 Female	<input type="text"/> 1 Male 2 Female
2 Relationship to the head of the household	1 Son or daughter 2 Grandson or granddaughter 3 Brother or sister 4 Other relative 5 Other	1 Son or daughter 2 Grandson or granddaughter 3 Brother or sister 4 Other relative 5 Other	1 Son or daughter 2 Grandson or granddaughter 3 Brother or sister 4 Other relative 5 Other
3 Year and month of birth	<input type="text"/> Year <input type="text"/> Month	<input type="text"/> Year <input type="text"/> Month	<input type="text"/> Year <input type="text"/> Month

Labour Force Survey Questionnaire (For Second Month)

Statistics Bureau
Management and Coordination Agency

Designated
Statistics No. 30

To be Completed by Enumerator		
Enumeration District Code	Household Number	Household Member Number

- This questionnaire will be used only for statistical purposes. Please answer the questions to the best of your knowledge.
- Please answer for each of the persons aged fifteen or older.
- Unless otherwise specified, please encircle an appropriate number for each question.
- Please answer the following questions in regular succession. If there is any instruction in the reply column, follow the instruction.

For persons aged 15 or older as of the end of the month (26th for December)

1 Name and sex	Name <input style="width: 100px;" type="text"/> 1 Male 2 Female										
2 Relationship to the head of the household • Each category includes in-laws.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1 Head of household</td> <td style="width: 50%;">6 Father or mother</td> </tr> <tr> <td>2 Spouse of the head of household</td> <td>7 Grandfather or grandmother</td> </tr> <tr> <td>3 Son or daughter</td> <td>8 Brother or sister</td> </tr> <tr> <td>4 Son's or daughter's spouse</td> <td>9 Other relative</td> </tr> <tr> <td>5 Grandson or granddaughter</td> <td>10 Other</td> </tr> </table>	1 Head of household	6 Father or mother	2 Spouse of the head of household	7 Grandfather or grandmother	3 Son or daughter	8 Brother or sister	4 Son's or daughter's spouse	9 Other relative	5 Grandson or granddaughter	10 Other
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3 Son or daughter	8 Brother or sister										
4 Son's or daughter's spouse	9 Other relative										
5 Grandson or granddaughter	10 Other										
3 Year and month of birth	19 <input style="width: 30px;" type="text"/> Year <input style="width: 30px;" type="text"/> Month										
4 Marital status • Write the actual situation irrespective of official record.	1 Never married 2 Married 3 Widowed or divorced										
5 Were you engaged in work at all during the last seven days of the month (20 to 26 for December)? • Write whether you were engaged in any work during the last seven days of the month. • "Work" means any work for pay or profit. It includes work in a family business (unincorporated shop, farm, etc.) as well as piecework at home.	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; vertical-align: top;"> Engaged in work Not engaged in work </td> <td style="width: 40%; border: none;"> 1 Mainly engaged in work 2 Engaged in work besides attending school 3 Engaged in work besides doing housework 4 Absent from work 5 Had no job and was seeking one 6 Attended school 7 Did housework 8 Other (elderly persons, etc.) </td> <td style="width: 30%; border: none; vertical-align: top;"> Go on to Column 6. Go on to Column 5-2. Question ended Question ended </td> </tr> </table>	Engaged in work Not engaged in work	1 Mainly engaged in work 2 Engaged in work besides attending school 3 Engaged in work besides doing housework 4 Absent from work 5 Had no job and was seeking one 6 Attended school 7 Did housework 8 Other (elderly persons, etc.)	Go on to Column 6. Go on to Column 5-2. Question ended Question ended							
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1 To work mainly	Question ended										
2 To work besides attending school or doing housework, etc.	Question ended										
5-3 Why did you started seeking a job? • To be completed by those who encircled 5 in Question 5.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1 Quitted due to personnel curtailment, slump in business, age-limit, etc.</td> <td rowspan="4" style="width: 50%; border: none; vertical-align: middle;">Question ended</td> </tr> <tr> <td>2 Quitted for personal reason or family reason</td> </tr> <tr> <td>3 Graduated from school</td> </tr> <tr> <td>4 Other</td> </tr> </table>	1 Quitted due to personnel curtailment, slump in business, age-limit, etc.	Question ended	2 Quitted for personal reason or family reason	3 Graduated from school	4 Other					
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2 Quitted for personal reason or family reason											
3 Graduated from school											
4 Other											

Those who worked besides attending school or doing housework, etc. or were absent from work

6 Hours worked during the survey week (20 to 26 for December) • Hours for which the person did a side job, a piecework at home or a temporary work should be included. • If you encircled 4 in Question 5, write 0.	Hours <input style="width: 80px;" type="text"/>										
7 Employment status • "Temporary worker" refers to a person for which the employment contract period is not less than one month but not more than one year. • "Day labourer" refers to a person for which the employment contract period is less than one month. • "Self-employed worker" refers to shopkeeper working on his/her own account, farmer, etc. • "Piecework at home" refers to work at piece rates conducted at home.	Employee { <table style="display: inline-table; border: none; vertical-align: middle;"> <tr><td>1 Regular employee</td></tr> <tr><td>2 Temporary employee</td></tr> <tr><td>3 Day labourer</td></tr> <tr><td>4 Executive of company or corporation</td></tr> </table> Self-employed worker { <table style="display: inline-table; border: none; vertical-align: middle;"> <tr><td>5 With employee (s)</td></tr> <tr><td>6 Without employee</td></tr> <tr><td>7 Family worker</td></tr> <tr><td>8 Doing piecework at home</td></tr> </table>	1 Regular employee	2 Temporary employee	3 Day labourer	4 Executive of company or corporation	5 With employee (s)	6 Without employee	7 Family worker	8 Doing piecework at home		
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4 Executive of company or corporation											
5 With employee (s)											
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8 Organizational form and name of establishment, proprietor, etc. and type of business or industry • "Other" includes government agencies, public corporations, private schools as well as other corporations and organizations. • Describe the name of the office, factory or shop at which you work and the details of business or industry.	Form of organization 1 Unincorporated enterprise 2 Company 3 Other Name of establishment, proprietor, etc. Type of business or industry										
9 Your occupation • Describe specifically the kind of work you were engaged in at the establishment.											
10 Total number of workers in the business enterprise to which the establishment or proprietor belongs • Write the total number of workers including those of the head office and branch offices. • If you are central or local government worker, encircle 9.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1 1</td> <td style="width: 50%;">6 100~499</td> </tr> <tr> <td>2 2~4</td> <td>7 500~999</td> </tr> <tr> <td>3 5~9</td> <td>8 Not less than 1,000</td> </tr> <tr> <td>4 10~29</td> <td>9 Government</td> </tr> <tr> <td>5 30~99</td> <td></td> </tr> </table>	1 1	6 100~499	2 2~4	7 500~999	3 5~9	8 Not less than 1,000	4 10~29	9 Government	5 30~99	
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1 Seeking one											
2 Not seeking											
3 Seeking one											
4 Not seeking											

Details of work
 • Report on the work you actually did during the week ending the last day of the month (20 to 26 for December) or the work from which you were absent during the same week.
 • If you worked in more than one job, report on the job in which you worked the greatest number of hours.

Appendix 5 Instructions for Filling in the Questionnaire

WHAT IS THE LABOUR FORCE SURVEY?

Statistics Bureau
Management and Coordination Agency

- The objective of the Labour Force Survey is to obtain basic data necessary for the central government's economic and employment policy making by inquiring the actual situations of those who are employed as well as those who are not employed.
- The Labour Force Survey is a sample survey. Sample households are selected in the following manner:
 - (1) About 2,900 enumeration districts are selected from all over the country.
 - (2) A specific number of households are selected from among households living in the sampled districts by means of a drawing.
 - (3) The entry should be made with respect to all the persons usually living in the sampled households. The period of survey is two months in the first year and the same two months in the next year, for a total of four months.
- The data obtained in this survey will be used only for statistical purposes and not for non-statistical purposes such as emigration and immigration control, policy action and taxation.

We solicit your cooperation in the Labour Force Survey.

In this survey, actual status during the survey week ending the last day of the month (26th for December) should be entered with respect to persons aged fifteen or older. For the person who did any work, write how many hours he/she worked and what type of work he/she did.

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/she usually does not work. For the person who is usually working and did the same work during the survey week, the entry should be made as regards the week's situation with respect to the work.

Who is to fill in the questionnaires

- Persons who have been living or are going to live in your household for three months or more as of the end of the month (26th for December) are requested to fill in the questionnaires, regardless of nationality.

Notes

- Please fill in this questionnaire after reading the "Instructions."
- Any kind of writing utensil may be used.
- Those who are living in an apartment house together with a friend should be reported individually as a separate household.
- Persons living in dormitories for unmarried employees or school dormitories should be reported individually as a separate household.

Collection of the questionnaires

The enumerator will call on you to collect the questionnaires during the period from ___/___ to ___/___ .
Please encircle the day and time that suit you.

Day on which you wish the questionnaires should be collected:

Month, Day

(Month/Day) ___/___, ___/___, ___/___, ___/___, ___/___, ___/___, ___/___.

Time at which you wish the questionnaires should be collected:

10 o'clock 11 o'clock 12 o'clock 13 o'clock 14 o'clock

15 o'clock 16 o'clock 17 o'clock 18 o'clock 19 o'clock

(調査員の皆様へ)

各言語における上記下線の部分には、必要な月日の数字を記入してください。

INSTRUCTIONS

Please read the following notes before filling out.

5. Were you engaged in work at all during the last seven days of the month?
 - "Work" means any work that produces income (salary, wage, charge for labour, operating income, etc.). If a person worked in a family business (shop or factory as unincorporated enterprise, farm, etc.), he/she is considered to have worked even if he/she worked without pay. Piecework at home and temporary work are included in work.
 - "Did any work" denotes the case in which a person worked for an hour or longer during the week ending the last day of the month (26th for December).
6. Hours worked during the survey week.
 - Hours for which the person did the main work, side job, piecework at home, help of family business, temporary work or "arubaito" should be included in the hours worked. Overtime and hours of early attendance should also be included.
 - If the precise hours worked cannot be determined (shop, etc.), deduct the hours that are not related to business (mealtime or rest period) from the hours from the opening time to the closing time.

Column 8: Name of establishment or proprietor, } Describe in detail after reading the examples below.
Type of business or industry } If a person is doing two or more kinds of work, write
Column 9: Your occupation } the major work.

EXAMPLES

Business firm, factory, etc.	Manufacturing	Repairing	Construction
Name of establishment	Wakamatsu Jidosha Corp. (Tokyo plant)	Hiroe Motors	Takahira Komuten Corp.
Type of business	Manufacturing of automobile brakes	Motor vehicle repairing	Contracting and execution of housing construction
Your occupation	Latheman	Auto-mechanic	Transportation of construction materials

(Write precise terms that show the kind of products or items handled as well as materials or uses.)

Shop, etc.	Manufacturing and retailing	Restaurant	
Name of establishment	Izumiya	New Delhi	Madonna
Type of business	Manufacturing and retailing of confectionery	Indian restaurant	Teahouse
Your occupation	Manufacturing of confectionery	Cooking	Waitress

(Specify goods handled, either wholesaling or retailing, and whether or not manufacturing is also conducted there.)

Farming, professionals, etc.	Farming	Private teaching	Transportation
Name of establishment	Taro Tokei	Chitose English Academy	Yoshida Unyu Corp. (Okubo office)
Type of business	Fruit growing	Private teaching of English conversation	Trucking
Your occupation	Fruit grower	Giving private lessons of English language	General cargo-truck driver

(Where there is no enterprise name, write the name of the proprietor.)