

Instructions for Filling in the Basic Questionnaire Form (基礎調査票の記入のしかた)

Please read the following notes carefully before filling out the questionnaire.

The Basic Questionnaire Form

As to the columns entitled,

◆ “5. Were you engaged in work at all during the last seven days of the month (or the 20th to 26th in December)?”:

- “Work” refers to any work that produces revenue (salary, wages, 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 though he/she worked without pay. Piecework at home and temporary work are included in the work.
- “Engaged in any work” denotes the case in which a person worked for an hour or longer during the last seven days at the end of the month.

◆ “6. Number of days and hours worked during the last seven days of the month (or the 20th to 26th in December)” and “7. Number of days worked during the current month”:

- Not only the number of days and hours spent on main work, but also those spent on all other side jobs, piecework at home, help in family business, temporary work or part-time jobs, etc. should be included. However, the amount of time spent on doing household chores in one’s own home and unpaid volunteer work should not be included.
- If a person works over the course of two days, such as overnight, count the number of days worked as two separate days.

1st day	2nd day	3rd day	4th day	5th day	6th day	7th day
	9:00~17:00 ↔ Work ↔		23:45~7:00 ↔ Work ↔		9:00~17:00 ↔ Work ↔	9:00~17:00 ↔ Work ↔

In the case above, the number of days worked would be five.

- If a person works even for a short period of time, count it as one day.
 - If the precise hours worked are not clear (such as in the case of operating a shop, etc.), deduct the hours that are not related to business (mealtime or rest period) from the total hours from the opening time to the closing time of the shop.
 - Fill in hours by the hour, rounding up 30 minutes and more, and rounding down less than 30 minutes.
- ◆ “8. Whether you are an employee or are a self-employed worker and the type of employment”:
- “Dispatched worker from a temporary labour agency” means worker employed and dispatched by a temporary labour agency under the Worker Dispatching Act.
 - “Contract employee” refers to a person who is employed based on a contract with a specified employment period for the purpose of engaging in a specialized occupation.
- ◆ “9. Whether or not the employment contract period is specified and the length of the employment contract period per term”:
- If you have a specified period in your employment contract, please fill in the employment contract period of the current contract.
 - If you work under an employment contract continually renewed at the same place of business, please fill in the period of the current contract, not the total from the time of the first contract.
- ◆ “10. Organizational form and name of establishment, proprietor, etc. and description of business or industry” and “11. Description of your occupation”:
- Describe in detail after reading the “Example.” If you have two or more types of jobs, enter only the major one.

◆ “13. Have you sought a job or prepared to start a business during the past year?”:

- If you have been seeking employment over the past year, circle “In the past month.”

◆ “14. If you find a job now, can you take it up?”:

- Circle “Yes, immediately” if you have found a job but are waiting for the start of your work because the company is not ready for your work, preparing facilities, etc., although you want to work right now. If you have already found a job but cannot start working right away because of your circumstances (such as attending school, engaged in housework, traveling, pursuing other interests, sickness), circle “Not right away but within 2 weeks” or “Not right away but after 2 weeks or more.”

◆ About change(s) after the previous month’s survey

- For the column entitled “Change(s) after the previous month’s survey,” make an appropriate marking from among the following:

Continuation ... A person who is to be surveyed in the second month survey following the first month survey.

New age-15 A person who has become to be surveyed in the second month because he/she became 15-years-old between the first month survey date and the second month survey date.

Moved-in A person who has become to be surveyed in the second month survey because he/she moved in between the first month survey date and the second month survey date.

Addition A person who is to be surveyed but he/she was not surveyed in the first month survey erroneously.

Moved-out A person who has become NOT to be surveyed in the second month survey although he/she moved out between the first month survey date and the second month survey date.

Other A person to whom none of the above is applicable.

<Example>

(Business firm, factory, etc.) • Manufacturing • Repairing • Construction

Name of establishment, proprietor	Asahi Vehicle Corp. Tokyo Plant	Hiroe Motors Ltd.	Takahira Construction Corp.
Description of business or industry	Manufacturing automobile brakes	Automobile repairing	Contracting and execution of housing construction
Description of your occupation	Latheman	Auto-mechanic	Transportation of construction materials

(Describe clearly the kind of products or items handled as well as materials and uses.)

(Shop, etc.) • Manufacturing and retailing • Restaurant

Name of establishment, proprietor	Cake Shop Tanaka	New Delhi	Madonna
Description of business or industry	Producing and retailing confectionery	Indian restaurant	Teahouse
Description of your occupation	Producing confectionery	Cooking	Floor staff

(Describe clearly the type of items handled, whether wholesaling or retailing, whether manufacturing or not.)

(Farming, freelance, etc.) • Farming • Private teaching • Transportation

Name of establishment, proprietor	*	Chitose English Academy	Yoshida Transportation Corp. Shinjuku Office
Description of business or industry	Fruit growing	Private teaching of English conversation	Trucking
Description of your occupation	Fruit grower	Giving private English conversation lessons	General cargo-truck driver

(* For farmers and fishermen, where names are not available in particular, please draw a slant line.)