

Translation of the Labour Force Survey – The Basic Questionnaire Form

(労働力調査 基礎調査票 対訳)

Statistics Bureau
Ministry of Internal Affairs and Communications

To be Completed by Enumerator			
Survey month	Enumeration District Code	Household Number	Household Member Number
<input style="width: 40px; height: 20px;" type="text"/> Year <input style="width: 40px; height: 20px;" type="text"/> Month 1 1 st month 2 2 nd month		—	

- This questionnaire will be used only for statistical purposes. Please fill out the form with the facts to the best of your knowledge.
- Please answer for each of the household members aged 15 or older as of the end of the survey month (26th for December).
- Unless otherwise specified, circle 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.
- “The head of household is requested to enter the number of household members in the column entitled “Column to be filled in only by the head of the household” (on page 3).

Column to be filled in by all household members aged 15 or older.	
1. Name and sex	<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 80%;">Name</div> 1. Male 2. Female
2. Relationship to the head of the household <input type="radio"/> Include the spouse of grandson or granddaughter in grandson or granddaughter , and include the spouse of brothers/sisters in brothers/sisters . <input type="radio"/> Include father or mother, grandfather or grandmother and brothers/sisters of the spouse of the head of the household in father or mother, grandfather or grandmother and brother/sisters , respectively.	1. Head of household 2. Spouse of the head of the household 3. Son or daughter 4. Son's or daughter's spouse 5. Grandson or granddaughter 6. Father of mother 7. Grandfather or grandmother 8. Brother or sister 9. Other relative 10. Other
3. Year and month of birth	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> Year <div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> Month </div>
4. Marital status <input type="radio"/> Write your actual marital status irrespective of whether you have submitted a notification of your marriage.	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 (20th to 26th for December)? <input type="radio"/> Write whether you were engaged in any work during the last seven days of the month. <input type="radio"/> “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.	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> 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.) _____ </div> <div style="width: 35%; border-left: 1px solid black; padding-left: 10px;"> Go to Column 8 Go to Column 6 Question ended </div> </div> <div style="margin-top: 20px; margin-left: 20px;"> Not engaged in work { </div>

Column to be filled in by those who were seeking jobs	
<p>6. The job you were seeking</p> <ul style="list-style-type: none"> <input type="radio"/> This column should be filled in by those who answered “Had no job and was seeking one” in Column 5. <input type="radio"/> “To work besides attending school or doing housework, etc.” means the work done besides attending school or doing housework. 	<p>Seeking a job</p> <ul style="list-style-type: none"> 1. To work mainly 2. To work besides attending school or doing housework, etc.
<p>7. Why did you start seeking a job?</p> <ul style="list-style-type: none"> <input type="radio"/> This column should be entered by any person who answered “Had no job and was seeking one” in Column 5. <input type="radio"/> “Circumstances of employer or business” include personnel reduction, corporate bankruptcy, business depression and the like. 	<p>Seeking job due to quitting previous job</p> <ul style="list-style-type: none"> 1. Mandatory retirement, or termination of employment contract 2. Circumstances of employer or business 3. Circumstances of myself or family <p>Seeking job for first time</p> <ul style="list-style-type: none"> 4. As I graduated from school 5. As I need to earn revenue 6. Other <p>Question ended</p>
Column to be filled in by those who worked besides attending school or doing housework, etc. or were absent from work	
<p>8. Number of days and hours worked during the survey week (20th to 26th for December)</p> <ul style="list-style-type: none"> <input type="radio"/> Hours for which the person did a side job, piecework at home or a temporary work, etc. should be included. <input type="radio"/> If you answered “Absent from work” in Column 5, enter “0”. 	<p>Number of days worked <input type="text"/> days</p> <p>Number of hours worked <input type="text"/> hours</p>
<p>9. Number of days worked during the survey month</p>	<p>During the current month <input type="text"/> days</p>
<p>Details of work</p> <p>Report on the work you actually did during the last week of the month (20th to 26th for December) or the work from which you were absent during the same week.</p> <p>If you worked in more than one job, report on the job in which you worked the greatest number of hours.</p>	<p>10. Employment status</p> <ul style="list-style-type: none"> <input type="radio"/> “Long-term employee (contract of indefinite duration)” refers to a person who is employed based on a contract where the employment period is not specified. (Contracts for employment up until mandatory retirement age are considered indefinite contracts) <input type="radio"/> “Long-term employee (contract of definite duration)” refers to a person whose employment contract period exceeds one year. <input type="radio"/> “Temporary employee” refers to a person for which the employment contract period is not less than one month but not more than year. <input type="radio"/> “Daily employee” refers to a person for which the employment contract period is less than one month. <input type="radio"/> “Self-employed worker” refers to shopkeeper working on his/her own, account farmer, etc. <input type="radio"/> “Piecework at home” refers to work at piece rates conducted at home.
	<p>Employee</p> <ul style="list-style-type: none"> 1. Long-term employee (Contract of indefinite duration) 2. Long-term employee (Contract of definite duration) 3. Temporary employee 4. Daily employee <p>Go to Column 11</p> <p>Self-employed worker</p> <ul style="list-style-type: none"> 5. Executive of company or corporation 6. With employee(s) 7. Without employee 8. Family worker 9. Doing piecework at home <p>Go to Column 12</p>
	<p>11. Your job appellation</p> <ul style="list-style-type: none"> <input type="radio"/> Indicate your job appellation at your workplace, if you are employed.
<p>12. Organizational form and name of establishment, proprietor, etc. and description of business or industry</p> <ul style="list-style-type: none"> <input type="radio"/> “Other” include government agencies, public corporations, private schools, medical corporations, social welfare corporations and nonprofit organizations (NPO) as well as other corporations and organizations. <input type="radio"/> Describe the name of the office, factory or shop at which you work and details of business or industry. <input type="radio"/> If you are a dispatched worker from a temporary labour agency, write about the establishment to which you are dispatched. 	<p>Form of organization</p> <ul style="list-style-type: none"> 1. Unincorporated enterprise 2. Company 3. Other <p>Name of establishment, proprietor, etc.</p> <p>Description of business or industry</p>

<p>13. Your occupation <input type="radio"/> Describe specifically the kind of work you were engaged in at the establishment</p>											
<p>14. Total number of workers in the business enterprise to which the establishment or proprietor belongs <input type="radio"/> Write the total number of workers including those of the head office and branch offices. (Includes part-time workers, etc.) <input type="radio"/> Persons employed in state-run or publicly-run organizations should be included in “Government or public sector”</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. 1 person</td> <td style="width: 50%;">5. 30 to 99 persons</td> </tr> <tr> <td>2. 2 to 4 persons</td> <td>6. 100 to 499 persons</td> </tr> <tr> <td>3. 5 to 9 persons</td> <td>7. 500 to 999 persons</td> </tr> <tr> <td>4. 10 to 29 persons</td> <td>8. 1,000 persons or more</td> </tr> <tr> <td></td> <td>9. Government or public sector</td> </tr> </table>	1. 1 person	5. 30 to 99 persons	2. 2 to 4 persons	6. 100 to 499 persons	3. 5 to 9 persons	7. 500 to 999 persons	4. 10 to 29 persons	8. 1,000 persons or more		9. Government or public sector
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<p>⊙ Change(s) after the previous month’s survey – Entry only by households under the survey in the second month – <input type="radio"/> Refer to the “Instructions for Filling in the Basic Questionnaire”.</p>	<ol style="list-style-type: none"> 1. Continuation 2. New age-15 3. Moved-in 4. Addition 5. Moved-out 6. Exclusion 7. Other
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Columns to be filled in only by the head of the household

<p>⊙ Household members aged 15 or more <input type="radio"/> Enter the total number of your household members aged 15 or older</p>	<table border="1" style="margin: auto;"> <tr> <td style="width: 100px; height: 30px;">Total</td> <td style="width: 100px; height: 30px;"></td> <td style="width: 100px;">Person(s)</td> </tr> </table>	Total		Person(s)											
Total		Person(s)													
<p>⊙ Household members aged 14 or younger <input type="radio"/> Enter the total number of our household members aged 14 or under (by age group) <input type="radio"/> If you have no household member aged 14 or younger, enter “0” in both male and female columns.</p>	<table border="1" style="margin: auto;"> <tr> <td style="width: 150px; height: 30px;">Male</td> <td style="width: 150px; height: 30px;">Female</td> </tr> <tr> <td style="text-align: center;">Person(s)</td> <td style="text-align: center;">Person(s)</td> </tr> </table> <table border="1" style="margin: auto;"> <tr> <td style="width: 150px; height: 30px;">Age 0 to 3</td> <td style="width: 150px; height: 30px;">Person(s)</td> </tr> <tr> <td style="width: 150px; height: 30px;">Age 4 to 6</td> <td style="width: 150px; height: 30px;">Person(s)</td> </tr> <tr> <td style="width: 150px; height: 30px;">Age 7 to 9</td> <td style="width: 150px; height: 30px;">Person(s)</td> </tr> <tr> <td style="width: 150px; height: 30px;">Age 10 to 12</td> <td style="width: 150px; height: 30px;">Person(s)</td> </tr> <tr> <td style="width: 150px; height: 30px;">Age 13 to 14</td> <td style="width: 150px; height: 30px;">Person(s)</td> </tr> </table>	Male	Female	Person(s)	Person(s)	Age 0 to 3	Person(s)	Age 4 to 6	Person(s)	Age 7 to 9	Person(s)	Age 10 to 12	Person(s)	Age 13 to 14	Person(s)
Male	Female														
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Age 13 to 14	Person(s)														

Column for entry of persons aged 14 or younger as of the end of the survey month (26th for December)
– Entry only by the household under the first month survey –

(1) Sex	1. Male 2. Female	1. Male 2. Female	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 style="width: 40px; height: 20px;" type="text"/> Year <input style="width: 40px; height: 20px;" type="text"/> Month	<input style="width: 40px; height: 20px;" type="text"/> Year <input style="width: 40px; height: 20px;" type="text"/> Month	<input style="width: 40px; height: 20px;" type="text"/> Year <input style="width: 40px; height: 20px;" type="text"/> Month