

# Labour Force Survey – The Basic Questionnaire

( 労働力調査 基礎調査票 )

Statistics Bureau

Ministry of Internal Affairs and Communications

| To be Completed by Enumerator  |                           |                  |                         |
|--|---------------------------|------------------|-------------------------|
| Survey month   | Enumeration District Code | Household Number | Household Member Number |
| <input type="text"/> Year <input type="text"/> Month<br>1 1 <sup>st</sup> month    2 2 <sup>nd</sup> 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.  |  |
|--|--|
| <b>1. Name and sex</b>   | <input type="text"/> Name    1. Male    2. Female  |
| <b>2. Relationship to the head of the household</b><br>Include the spouse of grandson or granddaughter in <b>grandson or granddaughter</b> , and include the spouse of brothers/sisters in <b>brothers/sisters</b> .<br>Include father or mother, grandfather or grandmother and brothers/sisters of the spouse of the head of the household in <b>father or mother, grandfather or grandmother and brothers/sisters</b> , respectively. | 1. Head of household<br>2. Spouse of the head of the household<br>3. Son or daughter<br>4. Son's or daughter's spouse<br>5. Grandson or granddaughter<br>6. Father or mother<br>7. Grandfather or grandmother<br>8. Brother or sister<br>9. Other relative<br>10. Other  |
| <b>3. Year and month of birth</b>  | <input type="text"/> Year <input type="text"/> Month   |
| <b>4. Marital status</b><br>Write the actual situation irrespective of official record.  | 1. Never married    2. Married    3. Widowed or divorced   |
| <b>5. Were you engaged in work at all during the last seven days of the month (20th to 26th for December)?</b><br>Write whether you were engaged in any work during the last seven days of the month.<br><b>“Work”</b> 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<br>2. Engaged in work besides attending school<br>3. Engaged in work besides doing housework<br>4. Absent from work.<br>5. Had no job and was seeking one<br>6. Attended school<br>7. Did housework<br>8. Other (elderly persons, etc.)<br><br>Not engaged in work {<br><br>→ Go on to Column 8<br>→ Go on to Column 6<br>→ Question ended |

**Column to be filled in by those who were seeking jobs**

**6. The job you were seeking**  
 This column should be filled in by those who answered “**Had no job and was seeking one**”, in Column 5.  
 “**To work besides attending school or doing housework, etc.**” means the work done besides attending school or doing housework.

- Seeking a job {
1. To work mainly
  2. To work besides attending school or doing housework, etc.

**7. Why did you start seeking a job?**  
 This column should be entered by any person who answered “**Had no job and was seeking one**”, in Column 5.  
 “**Circumstances of employer or business**” include personnel reduction, corporate bankruptcy, business depression and the like.

- Seeking job due to quitting previous job {
1. Mandatory retirement, or termination of employment contract
  2. Circumstances of employer or business
  3. Circumstances of myself or family
- Seeking job for first time {
4. As I graduated from school
  5. As I needed to earn revenue
  6. Other
- Question ended

**Column to be filled in by those who worked besides attending school or doing housework, etc. or were absent from work**

**8. Hours worked during the survey week (20th to 26th for December)**  
 Hours for which the person did a side job, piecework at home or a temporary work, etc. should be included.  
 If you answered “**Absent from work**” in Column 5, enter “**0**”.

 Hours

**9. Employment status**  
 “**Temporary employee**” 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

**10. Organizational form and name of establishment, proprietor, etc. and type of business or industry**  
 “**Other**” include 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 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

**11. Your occupation**  
 Describe specifically the kind of work you were engaged in at the establishment.

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. If you worked in more than one job, report on the job in which you worked the greatest number of hours.

**12. 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.  
 Central or local government worker should be included in “**Government**”.

- |                     |                          |
|---------------------|--------------------------|
| 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            |

**13. 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 {
1. Seeking job
  2. Not seeking
- Wish to have additional job {
3. Seeking job
  4. Not seeking
5. Do not wish to change the present job or have another job in addition to the present one

|   |  |
|---|--|
| <p><b>Change(s) after the last month survey</b></p> <p>- Entry only by households under the survey in the second month -</p> <p>Refer to the “Instructions for Filling in the Basic Questionnaire”.</p> | <ol style="list-style-type: none"> <li>1. Continuation</li> <li>2. New age-15</li> <li>3. Moved-in</li> <li>4. Addition</li> <li>5. Moved-out</li> <li>6. Exclusion</li> <li>7. Other</li> </ol> |
|---|--|

Columns to be filled in only by the head of the household

|   |   |   |   |       |       |  |  |      |           |       |  |            |      |           |            |  |           |            |  |           |              |  |           |              |  |           |
|---|---|---|---|-------|-------|--|--|------|-----------|-------|--|------------|------|-----------|------------|--|-----------|------------|--|-----------|--------------|--|-----------|--------------|--|-----------|
| <p><b>Household members aged 15 or older</b></p> <p>Enter the total number of your household members aged 15 or older</p>   | <table border="1" style="margin: auto;"> <tr> <td style="padding: 5px;">Total</td> <td style="width: 50px; height: 20px;"></td> <td style="padding: 5px;">person(s)</td> </tr> </table>   |   |   | Total |       | person(s)  |  |      |           |       |  |            |      |           |            |  |           |            |  |           |              |  |           |              |  |           |
| Total   |   | person(s)   |   |       |       |  |  |      |           |       |  |            |      |           |            |  |           |            |  |           |              |  |           |              |  |           |
| <p><b>Household members aged 14 or younger</b></p> <p>Enter the total number of your household members aged 14 or under (by age group).</p> <p>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="padding: 5px;">Male</td> <td style="width: 50px; height: 20px;"></td> <td style="padding: 5px;">Female</td> <td style="width: 50px; height: 20px;"></td> </tr> <tr> <td></td> <td style="text-align: center;">person(s)</td> <td></td> <td style="text-align: center;">person(s)</td> </tr> </table><br><table border="1" style="margin: auto;"> <tr> <td style="padding: 5px;">Age 0 to 3</td> <td style="width: 50px; height: 20px;"></td> <td style="padding: 5px;">person(s)</td> </tr> <tr> <td style="padding: 5px;">Age 4 to 6</td> <td style="width: 50px; height: 20px;"></td> <td style="padding: 5px;">person(s)</td> </tr> <tr> <td style="padding: 5px;">Age 7 to 9</td> <td style="width: 50px; height: 20px;"></td> <td style="padding: 5px;">person(s)</td> </tr> <tr> <td style="padding: 5px;">Age 10 to 12</td> <td style="width: 50px; height: 20px;"></td> <td style="padding: 5px;">person(s)</td> </tr> <tr> <td style="padding: 5px;">Age 13 to 14</td> <td style="width: 50px; height: 20px;"></td> <td style="padding: 5px;">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  |   |       |       |  |  |      |           |       |  |            |      |           |            |  |           |            |  |           |              |  |           |              |  |           |
|   | 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)   |   |       |       |  |  |      |           |       |  |            |      |           |            |  |           |            |  |           |              |  |           |              |  |           |
| <p><b>Column for entry of persons aged 14 or younger as of the end of the survey month (26th for December)</b></p> <p><b>- Entry only by the household under the first month survey -</b></p>   |   |   |   |       |       |  |  |      |           |       |  |            |      |           |            |  |           |            |  |           |              |  |           |              |  |           |
| <p><b>(1) Sex</b></p>   | <p>1. Male    2. Female</p>   | <p>1. Male    2. Female</p>   | <p>1. Male    2. Female</p>   |       |       |  |  |      |           |       |  |            |      |           |            |  |           |            |  |           |              |  |           |              |  |           |
| <p><b>(2) Relationship to the head of the household</b></p>   | <ol style="list-style-type: none"> <li>1. Son or daughter</li> <li>2. Grandson or granddaughter</li> <li>3. Brother or sister</li> <li>4. Other relative</li> <li>5. Other</li> </ol>   | <ol style="list-style-type: none"> <li>1. Son or daughter</li> <li>2. Grandson or granddaughter</li> <li>3. Brother or sister</li> <li>4. Other relative</li> <li>5. Other</li> </ol> | <ol style="list-style-type: none"> <li>1. Son or daughter</li> <li>2. Grandson or granddaughter</li> <li>3. Brother or sister</li> <li>4. Other relative</li> <li>5. Other</li> </ol> |       |       |  |  |      |           |       |  |            |      |           |            |  |           |            |  |           |              |  |           |              |  |           |
| <p><b>(3) Year and month of birth</b></p>   | <table style="margin: auto;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">Year</td> <td style="width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">Month</td> </tr> </table>  |   | Year  |       | Month | <table style="margin: auto;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">Year</td> <td style="width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">Month</td> </tr> </table> |  | Year |           | Month | <table style="margin: auto;"> <tr> <td style="width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">Year</td> <td style="width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">Month</td> </tr> </table> |            | Year |           | Month      |  |           |            |  |           |              |  |           |              |  |           |
|   | Year  |   | Month   |       |       |  |  |      |           |       |  |            |      |           |            |  |           |            |  |           |              |  |           |              |  |           |
|   | Year  |   | Month   |       |       |  |  |      |           |       |  |            |      |           |            |  |           |            |  |           |              |  |           |              |  |           |
|   | Year  |   | Month   |       |       |  |  |      |           |       |  |            |      |           |            |  |           |            |  |           |              |  |           |              |  |           |

# Labour Force Survey – The Special Questionnaire

## (労働力調査 特定調査票)

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 |                           | —                |                         |

**This questionnaire will be used only for statistical purposes. Please fill out the form with the facts to the best of your knowledge.**

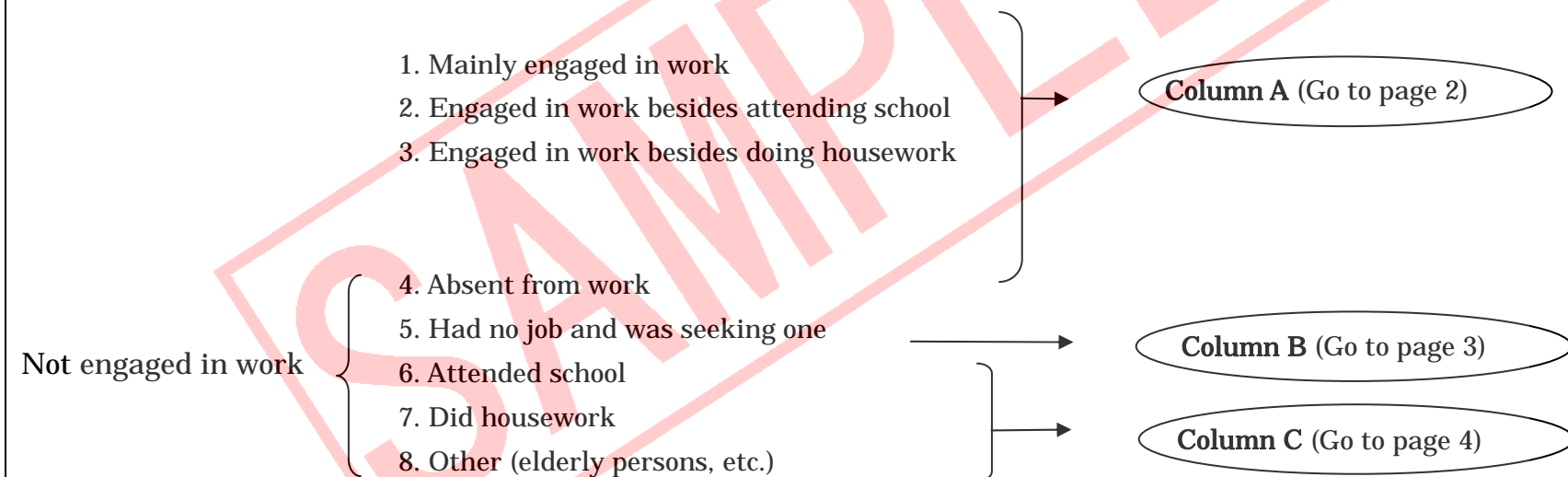
Please answer for each of the household members aged 15 or older as of the end of the survey month (26th for December).

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.

|      |  |
|------|--|
| Name |  |
|------|--|

Depending on your answers given in the column entitled “5. Were you engaged in work at all during the last seven days of the month (20th to 26th for December)?” of the Basic Questionnaire, enter your answers starting from Columns A, B or C according to the directions given below.



**Column A** Persons who engaged in work or absent from work

|   |  |
|---|--|
| <p><b>A1</b> Why did you work less than 35 hours during the survey week?</p>                                    | <p>Less than 35 hours</p> <ul style="list-style-type: none"> <li>Reasons of the business or the employer           <ul style="list-style-type: none"> <li>1. Normal work time is less than 35 hours</li> <li>2. Due to slack in business</li> <li>3. Other</li> </ul> </li> <li>Due to own or family conditions           <ul style="list-style-type: none"> <li>4. Maternity or taking care of children</li> <li>5. For caring aged or sick family member</li> <li>6. For vacation</li> <li>7. Other</li> </ul> </li> </ul> <p>35 hours or more → 8. Other → Go to A2</p> |
| <p><b>A2</b> Do you want to change the number of hours you work in a week?</p>                                  | <ul style="list-style-type: none"> <li>1. Wish to increase work time</li> <li>2. Wish to decrease work time</li> <li>3. Do not wish to change work time</li> </ul>   |
| <p><b>A3</b> When did you take up the present job?</p>  | <p align="center"> <input type="text"/> Year    <input type="text"/> Month         </p>  |
| <p><b>A4</b> Indicate your job appellation at your workplace, if you are employed.</p>                          | <p>Employee</p> <ul style="list-style-type: none"> <li>1. Regular staff</li> <li>2. Part-time worker</li> <li>3. <i>Arubaito</i></li> <li>4. Dispatched worker from temporary labour agency</li> <li>5. Contract employee or entrusted employee</li> <li>6. Other</li> </ul> <p>Executive of company, etc. /self-employed, etc. → Go to A5</p>   |
| <p><b>A5</b> Did you have a job before getting your present job?</p>  | <p>Yes, I have worked.</p> <ul style="list-style-type: none"> <li>1. But quitted it → Go to A6</li> <li>2. And still have it → Go to Column E</li> <li>3. I have never worked → Go to Column E</li> </ul>  |
| <p><b>A6</b> Did your income increase when you started the present job in comparison with the previous job?</p> | <ul style="list-style-type: none"> <li>1. Increased</li> <li>2. Almost the same</li> <li>3. Decreased</li> </ul> <p align="right">→ Go to Column D</p>   |

**Column B** Persons who had no job and were seeking one

**B1** How were you looking for job or were you preparing to start a business?

Encircle all applicable items, and one major item with .

1. Applying to Public Employment Security Office
2. Applying to private employment office and other organizations
3. Registered at a temporary dispatch labour agency
4. Advertisements or magazines on job vacancies
5. Through school or acquaintances
6. Applying to prospective employer directly
7. Preparation to start a business
8. Other

**B2** How long have you been looking for job, or preparing to start a business?

1. Less than 1 month
2. 1 month – less than 3 months
3. 3 months – less than 6 months
4. 6 months – less than 1 year
5. 1 year – less than 2 years
6. 2 years or more

**B3** Did you look for job or prepare to start a business in the past month?

1. Yes, last week
2. Not last week but in the past month
3. Not in the past month

**B4** What kind of job do you wish to take?

- |          |   |  |
|----------|---|--|
| Employee | } | <ol style="list-style-type: none"> <li>1. Regular staff</li> <li>2. Part-time worker/<i>Arubaito</i></li> <li>3. Dispatched worker from temporary labour agency</li> <li>4. Other</li> </ol> |
|          |   | <ol style="list-style-type: none"> <li>5. Self-employed</li> <li>6. Doing piecework at home</li> <li>7. Other</li> </ol>   |

**B5** What is the reason you do not get a job?  
 • Encircle the major reason

1. Not satisfied with the salary of available job
2. Unfavorable working hours and days
3. Limited age
4. Need more skill or knowledge
5. Preferable kind of job is not available
6. Wish to have any kind of job, but it is not available
7. Other

**B6** Have you done any work before for pay or profit?

1. Yes —————▶ Go to Column D
2. No —————▶ Go to Column E



Column C

Persons who attended school, did housework, or other

**C1 Do you wish to do any work for pay or profit?**

- 1. Yes, if there are any
- Waiting to start a new job {
- Other {
  - 2. After graduation from school
  - 3. Will start work within 4 weeks → Go to C3
  - 4. Will start work in 5 weeks or more → Go to C3
- 5. No → Go to C6

**C2 What is the reason for not looking for a job though you wish to work?**

- No prospect of finding a job {
  - 1. Around the house
  - 2. Suitable for own knowledge or skill
  - 3. With favorable working hours or the salary, etc.
  - 4. Under the current economic situation or in the current season
  - 5. Other
- 6. Continuation of work not likely owing to housekeeping or childcare
- 7. Poor condition of health
- 8. Other

**C3 How do you want to work or how are you going to work?**

- Employee {
  - 1. Regular staff
  - 2. Part-time worker/*Arubaito*
  - 3. Dispatched worker from temporary labour agency
  - 4. Other
- 5. Self-employed
- 6. Doing piecework at home
- 7. Other

**C4 Have you looked for job or prepared to start a business during the past one year?**

- 1. In the past month
- 2. Not in the past month but in the past year
- 3. Not in the past year

**C5 If you find a job now, can you take it up?**

- 1. Yes, immediately
- 2. Not right away but within 2 weeks
- 3. After two weeks or later, if not immediately
- 4. No or not decided

**C6 Have you done any work before for pay or profit?**

- 1. Yes → Go to Column D
- 2. No → Go to Column E

**Column D**

**For the previous job**

**D1** When did you leave the previous job?

1. Left during the past three years →  Year  Month
2. Left more than 3 years ago → Go to D6

**D2** Did you work as an employee or were you self-employed before?

- Employee {
- 1. Regular staff
  - 2. Part-time worker/*Arubaito*
  - 3. Dispatched worker from temporary labour agency
  - 4. Other
- 5. Executive of company, etc.
  - 6. Self-employed
  - 7. Family worker
  - 8. Doing piecework at home

**D3** Type of business of previous establishment

**D4** Your previous occupation

**D5** Number of persons engaged in the enterprise as a whole where you worked before.

- 1. 1 person
- 2. 2 to 4 persons
- 3. 5 to 9 persons
- 4. 10 to 29 persons
- 5. 30 to 99 persons
- 6. 100 to 499 persons
- 7. 500 to 999 persons
- 8. 1,000 persons or more
- 9. Government

**D6** Why did you leave the previous job?

- 1. Close down of office, bankruptcy
  - 2. Personnel retrenchment or encouraged retirement
  - 3. Slump in business and uncertain future
  - 4. Retiring age or the term of your employment agreement ended
  - 5. To find a better job
  - 6. For marriage or childbirth and child-rearing
  - 7. For caring aged or sick family member
  - 8. For housework or schooling, and because of poor condition of health
  - 9. Other
- Go to Column E



**Column E For All Persons**

**E1 Education**

- |                       |   |  |
|-----------------------|---|--|
| Attending school      | } | <ul style="list-style-type: none"> <li>1. Primary school, junior high school or Senior high school</li> <li>2. Junior college</li> <li>3. College or university, incl. graduate school</li> </ul>                            |
| Graduated from school | } | <ul style="list-style-type: none"> <li>4. Primary school, junior high school or Senior high school</li> <li>5. Junior college</li> <li>6. College or university, incl. graduate school</li> <li>7. Never attended</li> </ul> |

**E2 How much (before tax) have you earned from all your jobs over the past year?**

- 1. No income
- 2. Less than ¥500,000
- 3. ¥500,000 – 990,000
- 4. ¥1,000,000 – 1,490,000
- 5. ¥1,500,000 – 1,990,000
- 6. ¥2,000,000 – 2,990,000
- 7. ¥3,000,000 – 3,990,000
- 8. ¥4,000,000 – 4,990,000
- 9. ¥5,000,000 – 6,990,000
- 10. ¥7,000,000 – 9,990,000
- 11. ¥10,000,000 – 14,990,000
- 12. ¥15,000,000 or more

