

## Instructions for Filling in the Basic Questionnaire (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

As to the column entitled,

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

- The “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 one week at the end of the month.

◆ **“8. Number of days and hours worked during the survey week (20th to 26th for December) and “9. Number of days worked during the survey month”:**

- Should include not only the number of days and hours spent towards main work, but also those spent towards all other side jobs, piecework at home, help in family business, temporary work or part-time jobs, etc.

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.

◆ **“10. Employment status”:**

- The employment contract period mentioned here refers to the employment contract period specified in the current employment contract, rather than the overall period since the person has started working.

◆ **“11. Your job appellation”:**

- The column entitled “10. Employment status” is to be filled out by persons who responded that they are an “Employee” (long-term employee (contract of indefinite duration), long-term employee (contract of definite duration), temporary employee, or daily employee).
- “Dispatched worker from temporary labour agency” means a worker employed and dispatched by 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.

◆ **“12. Organizational form and name of establishment, proprietor, etc. and description of business or industry” and “13. Your occupation”:**

- Describe in detail after reading the “Example” shown on page 5. If a person is doing two or more kinds of work, write the major work.

◆ **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 has been surveyed in the second month following the first month survey.

**New age-15** ..... A person who was aged 14 at the time of the first month survey and has reached 15 prior to the second survey date and has become subject to the survey.

**Move-in** ..... A person who moved in after the first month survey date and has become subject to the survey in the second month.

**Addition** ..... A person who was failed to be surveyed in the first month, but has become subject to the survey in the second month.

**Moved-out** ..... A person who moved out after the first month survey date.

**Exclusion** ..... A person who was surveyed erroneously in the first month and thus not surveyed in the second month

**Other** ..... A person to whom none of these markings is applicable.

<Example>

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

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

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

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

Names of establishment, proprietor	Cake Shop Tanaka	New Delhi	Madonna
Description of business	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

Names of establishment, proprietor	*	Chitose English Academy	Yoshida Transportation Corp. Shinjuku Office
Description of business	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.)