

# 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
<input type="text"/>	Year <input type="text"/>		—
1 1st month	2 2nd 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 (or as of the 26th in 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.
- “Household under the survey in the second month” is required to fill in “Change(s) after the previous month’s survey” (page 3).
- “Head of the household” is requested to enter the number of household members in the columns entitled “Columns to be filled in only by the head of the household” (page 4).

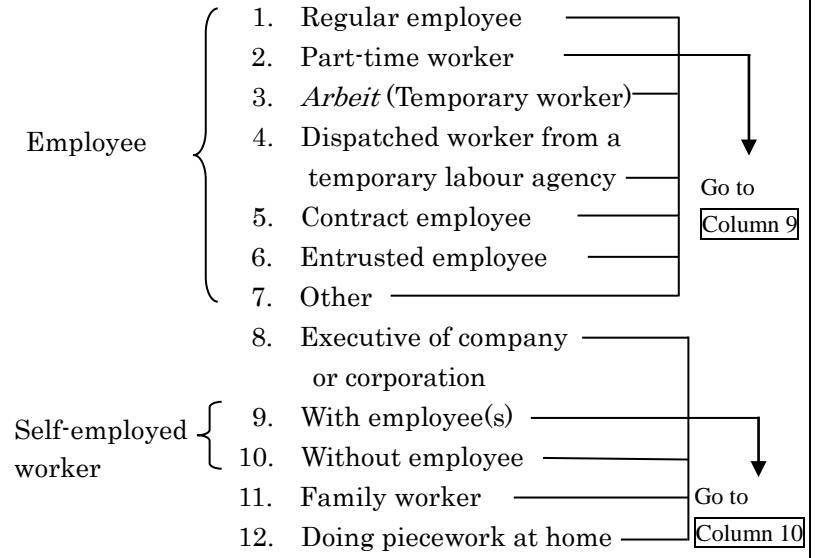
Columns to be filled in by those aged 15 or older	
1. Name and sex	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">Name</div> <div style="text-align: right;">1. Male   2. Female</div> </div>
2. Relationship to the head of the household <input type="radio"/> Include the spouse of grandson or granddaughter in <b>grandson or granddaughter</b> , and include the spouse of brother or sister in <b>brother or sister</b> . <input type="radio"/> Include father or mother, grandfather or grandmother and brother or sister of the spouse of the head of the household in <b>father or mother, grandfather or grandmother</b> and <b>brother or sister</b> , respectively.	<ol style="list-style-type: none"> <li>1. Head of the household</li> <li>2. Spouse of the head of the household</li> <li>3. Son or daughter</li> <li>4. Son's or daughter's spouse</li> <li>5. Grandson or granddaughter</li> <li>6. Father or mother</li> <li>7. Grandfather or grandmother</li> <li>8. Brother or sister</li> <li>9. Other relative</li> <li>10. Other</li> </ol>
3. Year and month of birth	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 60px; height: 25px;"></div> <div>Year</div> <div style="border: 1px solid black; width: 60px; height: 25px;"></div> <div>Month</div> </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 (or the 20th to 26th in 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%;"> <ol style="list-style-type: none"> <li>1. Mainly engaged in work</li> <li>2. Engaged in work besides attending school</li> <li>3. Engaged in work besides doing housework</li> <li>4. Absent from work</li> <li>5. Had no job and was seeking one</li> <li>6. Attended school</li> <li>7. Did housework</li> <li>8. Other (elderly persons, etc.)</li> </ol> </div> <div style="width: 35%; text-align: right;"> <p>Go to <span style="border: 1px solid black; padding: 2px;">Column 6</span></p> <p>Go to <span style="border: 1px solid black; padding: 2px;">Column 15</span></p> <p>Go to <span style="border: 1px solid black; padding: 2px;">Column 13</span></p> </div> </div>
Columns to be filled in by those who answered 1, 2, 3, 4 in <span style="border: 1px solid black; padding: 2px;">Column 5</span>	
6. Number of days and hours worked during the last seven days of the month (or the 20th to 26th in December) <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”.	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Number of days worked</div> <div style="border: 1px solid black; width: 150px; height: 25px;"></div> <div>days</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;">Number of hours worked</div> <div style="border: 1px solid black; width: 150px; height: 25px;"></div> <div>hours</div> </div>
7. Number of days worked during the current month	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">During the current month</div> <div style="border: 1px solid black; width: 150px; height: 25px;"></div> <div>days</div> </div>

Report on the work you actually did during the last seven days of the month (or the 20th to 26th in December) or the work from which you were absent during the same week.  
 If you did two or more jobs, report on the job which you did for the longest hours.

Description of your occupation

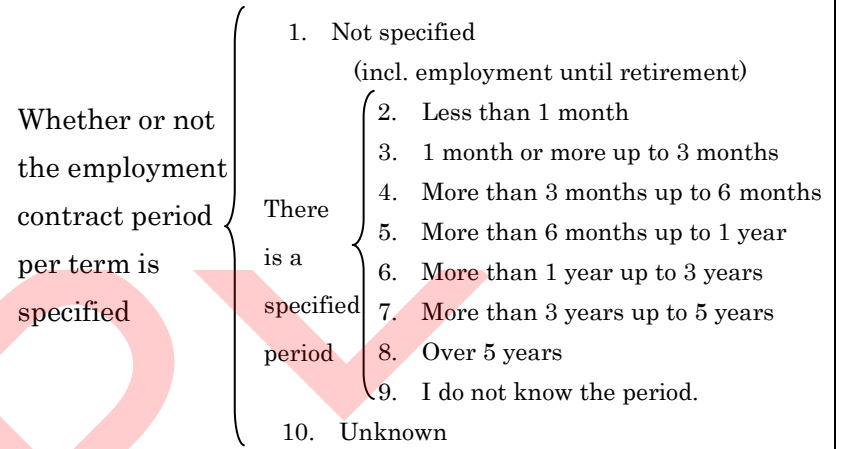
**8. Whether you are an employee or are a self-employed worker and the type of employment**

- Regarding your present work: If you are employed, please fill in the type of employment.
- “**Dispatched worker from a temporary labour agency**” refers to those based on the Worker Dispatching Act.
- For those who are dispatched other than those mentioned above (such as dispatched clerks at department stores) please fill in the type of employment at the company that employs you.



**9. Whether or not the employment contract period is specified and the length of the employment contract period per term**

- “**Length of the employment contract period per term**” refers to the length of employment prescribed in your current valid employment contract.
- “**I do not know the period.**” refers to knowing there is a specified employment contract period, but not knowing how long the period is.



**10. Organizational form and name of establishment, proprietor, etc. and description of business or industry**

- “**Other**” includes government agencies, public corporations, private schools, medical corporations, social welfare corporations and nonprofit organizations (NPO) 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.
- If you are a dispatched worker from a temporary labour agency, write about the establishment to which you are dispatched.

Form of organization	1. Unincorporated enterprise    2. Company 3. Other
Name of establishment, proprietor, etc.	
Description of business or industry	

**11. Description of your occupation**

- Describe specifically the kind of work you are engaged in at the establishment

**12. Total number of workers in the business enterprise to which the establishment, proprietor, etc. belongs**

- Write the total number of workers including those of the head office and branch offices. (Includes part-time workers, etc.)
- Persons employed in state-run or publicly-run organizations should circle “**9. Government or public sector.**”

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

( Question ended )

Columns to be filled in by those who answered 6, 7, 8 in <b>Column 5</b>	
<p><b>13. Have you sought a job or prepared to start a business during the past year?</b></p>	<p>1. Yes, in the past month → Go to <b>Column 14</b></p> <p>2. Not in the past month but in the past year →</p> <p>3. Not in the past year →</p> <p>Question ended</p>
<p><b>14. If you find a job now, can you take it up?</b></p>	<p>1. Yes, immediately → Go to <b>Column 15</b></p> <p>2. Not right away but within 2 weeks →</p> <p>3. Not right away but after 2 weeks or more →</p> <p>4. No or not decided →</p> <p>Question ended</p>

Columns to be filled in by those who answered 5 in <b>Column 5</b> or 1 in <b>Column 14</b>	
<p><b>15. The job you are seeking</b></p> <p><input type="radio"/> “To work besides attending school or doing housework, etc.” means the work done besides attending school or doing housework.</p>	<p>Seeking a job {</p> <p>1. To work mainly</p> <p>2. To work besides attending school or doing housework, etc.</p>
<p><b>16. Why did you start seeking a job?</b></p> <p><input type="radio"/> “Circumstances of employer or business” include personnel reduction, corporate bankruptcy, business depression, etc.</p>	<p>Seeking a job due to quitting the previous job {</p> <p>1. Mandatory retirement, or termination of employment contract</p> <p>2. Circumstances of employer or business</p> <p>3. Circumstances of myself or family</p> <p>Newly started to seek a job {</p> <p>4. As I graduated from school</p> <p>5. As I need to earn revenue</p> <p>6. Other</p> <p>Question ended</p>

<p><b>⊙ Change(s) after the previous month’s survey</b></p> <p>—Entry only by households under the survey in the second month—</p> <p><input type="radio"/> Refer to the “Instructions for Filling in the Basic Questionnaire Form.”</p>	<p>1. Continuation</p> <p>2. New age-15</p> <p>3. Moved-in</p> <p>4. Addition</p> <p>5. Moved-out</p> <p>7. Other</p>
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“Head of the household” is requested to enter the number of household members in the columns entitled “Columns to be filled in only by the head of the household” (page 4).

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="width: 100px; height: 20px;">Total</td> <td style="width: 100px; height: 20px;">Person(s)</td> </tr> </table>	Total	Person(s)										
Total	Person(s)												
<p><b>⊙ Household members aged 14 or younger</b></p> <p>○ Enter the number of your household members aged 14 or younger (in total and 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="width: 150px; height: 30px;">Male Person(s)</td> <td style="width: 150px; height: 30px;">Female Person(s)</td> </tr> </table> <table border="1" style="margin: auto;"> <tr> <td style="width: 150px; height: 25px;">Age 0 to 3</td> <td style="width: 150px; height: 25px;">Person(s)</td> </tr> <tr> <td style="width: 150px; height: 25px;">Age 4 to 6</td> <td style="width: 150px; height: 25px;">Person(s)</td> </tr> <tr> <td style="width: 150px; height: 25px;">Age 7 to 9</td> <td style="width: 150px; height: 25px;">Person(s)</td> </tr> <tr> <td style="width: 150px; height: 25px;">Age 10 to 12</td> <td style="width: 150px; height: 25px;">Person(s)</td> </tr> <tr> <td style="width: 150px; height: 25px;">Age 13 to 14</td> <td style="width: 150px; height: 25px;">Person(s)</td> </tr> </table>	Male Person(s)	Female 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 Person(s)	Female 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)												

(Columns to be filled in only by those filling in their first month survey)

- Entry of persons aged 14 or younger as of the end of the survey month (or as of the 26th in December) -

(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