

# Appendix 5 Instructions for Filling in the Questionnaire

英語

## 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.)

## Instructions for Filling in the Special Questionnaire (特定調査票の記入のしかた)

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

Fill out the "Basic Questionnaire" prior to filling out the "Special Questionnaire."

### The Special Questionnaire

As to the column entitled,

◆ "A1 Why did you work less than 35 hours during the survey week?":

- Circle item 3 (Other) of "Reasons of the business or the employer", if it was because of a program of your office which has no direct connection with its economic activities.

◆ "A3 When did you take up the present job?":

- Write the year and month you started the present job.  
Change in position or transfer to a different office is not included. Write the year and month you started working for the company.

◆ "A4 Why did you adopt your current type of employment?":

- Only persons who answered "Part-time worker," "Arbeit (temporary worker)," "Dispatched worker from temporary labour agency," "Entrusted employee" or "Other" for "11. Your job appellation" on the Basic Questionnaire are requested to fill out this section.
- Circle all of the reasons why you are at your current job, and mark the main reason with ⊙.
- "For working at convenient times" includes cases where the time slot works for your schedule, as well as the length of the duty hours.
- Mark "Other" if the reason is because you want to earn money that you can spend freely.

◆ "A6 Did you have a job before getting your present job?":

- "A job before getting your present job" means a main job other than the present one, not including the former job because of a change in positions or transfer to a different office in the same company.

◆ "B1 How were you looking for job or were you preparing to start a business?":

- "Public Employment Security Office (HelloWork)" includes a public employment agency, part-timer bank (Satellite), student employment center, etc.
- "Private employment office" refers to an employment office (with/without payment) and an employment office for the aged (employment service center for older people).
- If you seek a job on the Internet, select the organization that you referred to.

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

- Select the period from the first day when you applied to a Public Employment Security Office (HelloWork) or asked your acquaintances for introduction.
- If you began to seek a job while you had a previous job, select the period from the day you quit the previous work.

◆ "B4 What kind of job do you wish to take?":

- "Dispatched worker from temporary labour agency" means worker employed and dispatched by temporary labour agency under the Worker Dispatching Act.

◆ "B5 What is the reason you do not get a job?":

- "Limited age" means that the age of a person wanted is lower than your age (and vice versa).
- "Need more skill or knowledge" means that you have no qualifications required for the specific employment or that the required technical level is higher than yours.

As to the column entitled,

◆ **“C1 Do you wish to do any work for pay or profit?”:**

- If you have already found a job and are not sure if you will start work within four weeks, encircle item 4, “Will start work in 5 weeks or more.”

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

- Answer this question if you answered “Yes, if there are any” to C1.

◆ **“C3 How do you want to work or how are you going to work?”:**

- “Dispatched worker from temporary labour agency” means worker employed and dispatched by temporary labour agency under the Worker Dispatching Act.

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

- If you have been looking for employment over the past year, encircle “In the past month.”

◆ **“C5 If you find a job now, can you take it up?”:**

- Encircle “Yes, immediately” if you answered “Waiting to start a new job” in C1 and if you 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 personal circumstances (such as attending school, engaged in housework, traveling, pursuing other interests, sickness), encircle item 2, “Not right away but within 2 weeks” or item 3, “After two weeks or later, if not immediately.”

◆ **“D2 Did you work as an employee or were you self-employed before?”:**

- “Dispatched worker from temporary labour agency” means 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.

◆ **“D3 Description of business of previous establishment”:**

- Fill in specifically by referring to “Example” given on page 9. If you have more than one type of job, enter only the major one.

◆ **“D4 Your previous occupation”:**

- Fill in specifically by referring to “Example” given on page 9. If you have more than one type of job, enter only the major one.

◆ **“E1 Education”:**

- If you are “Graduated from school,” select the school you graduated from finally (if you quitted school, select the school you graduated before entering the school you quit).
- Private tutoring schools and language schools are not included.

As to the column entitled,

◆ “E2 How much (before tax) have you earned from all your jobs over the past year?”:

- Mark the total income (before tax) you earned during the past year, including monthly salary, wage, overtime allowance, tips and other allowances, end-of-term allowances, and bonus.  
Income does not include retirement allowance, which is temporary income, or in-kind wage.
- In the case of a self-employed worker, fill in operating income (amount after deduction of necessary expenses from sales figures such as amount of purchases, cost of raw materials, personnel expenses, consumables expenses, etc. from sales), but not the sales figure itself.
- If you changed jobs or started a new job over the past year, estimate your income for one year based on the performance since you started the present job until now. The income from the previous job or retirement allowance should not be included.
- If you cannot estimate your total income for this year from your current employment, enter your total income from all the work you performed during the past year.

<Example>

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

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

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

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