

# Instructions for Filling in the Questionnaire

英語

## Instructions for Filling in the Basic Questionnaire Form (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 Form

As to the columns entitled,

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

- “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 seven days at the end of the month.

◆ “6. Number of days and hours worked during the last seven days of the month (or the 20th to 26th in December)” and “7. Number of days worked during the current month”:

- Not only the number of days and hours spent on main work, but also those spent on all other side jobs, piecework at home, help in family business, temporary work or part-time jobs, etc. should be included. 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<br>Work |         | 23:45~7:00<br>Work |         | 9:00~17:00<br>Work | 9:00~17:00<br>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.

◆ “8. Whether you are an employee or are a self-employed worker and the type of employment”:

- “Dispatched worker from a temporary labour agency” means worker employed and dispatched by a 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.

◆ “9. Whether or not the employment contract period is specified and the length of the employment contract period per term”:

- If you have a specified period in your employment contract, please fill in the employment contract period of the current contract.
- If you work under an employment contract continually renewed at the same place of business, please fill in the period of the current contract, not the total from the time of the first contract.

◆ “10. Organizational form and name of establishment, proprietor, etc. and description of business or industry” and “11. Description of your occupation”:

- Describe in detail after reading the “Example.” If you have two or more types of jobs, enter only the major one.

◆ **“13. Have you sought a job or prepared to start a business during the past year?”:**

- ☐ If you have been seeking employment over the past year, circle “In the past month.”

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

- ☐ Circle “Yes, immediately” if you have found a job but 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 your circumstances (such as attending school, engaged in housework, traveling, pursuing other interests, sickness), circle “Not right away but within 2 weeks” or “Not right away but after 2 weeks or more.”

◆ **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 is to be surveyed in the second month survey following the first month survey.

**New age-15** ..... A person who has become to be surveyed in the second month because he/she became 15-years-old between the first month survey date and the second month survey date.

**Moved-in** ..... A person who has become to be surveyed in the second month survey because he/she moved in between the first month survey date and the second month survey date.

**Addition** ..... A person who is to be surveyed but he/she was not surveyed in the first month survey erroneously.

**Moved-out** ..... A person who has become NOT to be surveyed in the second month survey although he/she moved out between the first month survey date and the second month survey date.

**Other** ..... A person to whom none of the above is applicable.

<Example>

| (Business firm, factory, etc.)      | • Manufacturing                 | • Repairing          | • Construction                                    |
|-------------------------------------|---------------------------------|----------------------|---------------------------------------------------|
| Name of establishment, proprietor   | Asahi Vehicle Corp. Tokyo Plant | Hiroe Motors Ltd.    | Takahira Construction Corp.                       |
| Description of business or industry | Manufacturing automobile brakes | Automobile repairing | Contracting and execution of housing construction |
| Description of your occupation      | Lathe operator                  | Auto-mechanic        | Transportation of construction materials          |

(Describe clearly the kind of products or items handled as well as materials and uses.)

| (Shop, etc.)                        | • Manufacturing and retailing         | • Restaurant      |             |
|-------------------------------------|---------------------------------------|-------------------|-------------|
| Name of establishment, proprietor   | Cake Shop Tanaka                      | New Delhi         | Madonna     |
| Description of business or industry | 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                             |
|-------------------------------------|---------------|---------------------------------------------|----------------------------------------------|
| Name of establishment, proprietor   | Taro Honda    | Chitose English Academy                     | Yoshida Transportation Corp. Shinjuku Office |
| Description of business or industry | Fruit growing | Private teaching of English conversation    | Trucking                                     |
| Description of your occupation      | Fruit grower  | Giving private English conversation lessons | General cargo-truck driver                   |

(If there is no company name, fill in the name of the business owner.)

## Instructions for Filling in the Special Questionnaire Form (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 Form" prior to filling out the "Special Questionnaire Form."

### Special Questionnaire Form

As to the column entitled,

◆ **"A1 Did you work less than 35 hours during the survey week? If yes, why did you do?":**

- ☐ Circle "Other" of "Circumstances of employer or business," if it was because of a program of your office which has no direct connection with its economic activities.

◆ **"A3 When did you start the current job?":**

- ☐ Write the year and month in which you started the current job.  
Change in position or transfer to a different office is not included. Write the year and month in which 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 a temporary labour agency," "Entrusted employee" or "Other" for "8. The type of employment" on the Basic Questionnaire Form 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 Is it possible for you to increase the working hours of your current job or do an additional job?":**

- ☐ If any of the below applies mark as "Yes"
  - Extend the working hours of your current workplace
  - Start new work at another workplace in addition to the current work
  - Resign from the current workplace and start work at another workplace with longer working hours

◆ **"A7 Did you have a job before getting your current job?":**

- ☐ "Previous job" means a main job other than the current one. It doesn't include jobs due to change in positions or transfer to a different office in the same company.

◆ **"B1 How were you seeking a job or were you preparing to start a business in the past month?":**

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

◆ **"B2 How long have you been seeking a 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 job.

◆ **"B3 What type of employment are you seeking, or preparing to start?":**

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

◆ **"B4 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.

◆ **"C1 Do you want 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, circle item 4, "Will start work in 5 weeks or more."

◆ **"C3 What type of employment do you want or are you going to start?":**

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

◆ **"C4 If you find a job now, can you take it up?":**

- ☐ Please circle "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), circle item 2, "Not right away but within 2 weeks" or item 3, "Not right away but after 2 weeks or more, if not immediately."

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

- ☐ "Dispatched worker from a temporary labour agency" means worker employed and dispatched by a 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 previous business or industry":**

- ☐ Fill in specifically by referring to "Example" given on page 9. If you had two or more types of jobs, enter only the major one.

◆ **"D4 Description of your previous occupation":**

- ☐ Fill in specifically by referring to "Example" given on page 9. If you had two or more types of jobs, enter only the major one.

◆ **"E1 Education":**

- ☐ If you are "Graduated from school," select the school you graduated from most recently (if you quit school, select the school you graduated before entering the school you quit).
- ☐ Private tutoring schools and language schools are not included.

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

- Mark the total income (before tax) you have earned during the past year, including monthly salary, wage, overtime allowance and tips and other allowances such as 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 such as amount of purchases, cost of raw materials, personnel expenses, consumables expenses, etc. from sales figures), but not the sales figure itself.
- If you changed jobs or started a new job during the past year, estimate your income for one year based on the performance since you started the current 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 job, 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 or industry                                                                           | Manufacturing automobile brakes       | Automobile repairing                        | Contracting and execution of housing construction |
| Description of your occupation                                                                                | Latheman                              | Auto-mechanic                               | Transportation of construction materials          |
| (Describe clearly the kind of products or items handled as well as materials and uses.)                       |                                       |                                             |                                                   |
| (Shop, etc.)                                                                                                  | • Manufacturing and retailing         | • Restaurant                                |                                                   |
| Description of business or industry                                                                           | 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 or industry                                                                           | Fruit growing                         | Private teaching of English conversation    | Trucking                                          |
| Description of your occupation                                                                                | Fruit grower                          | Giving private English conversation lessons | General cargo-truck driver                        |