

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
Year Month 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 (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.	
1. Name and sex	Name 1. Male 2. Female
2. Relationship to the head of the household ☐ Include the spouse of grandson or granddaughter in grandson or granddaughter, and include the spouse of brothers/sisters in brothers/sisters. ☐ Include father or mother, grandfather or grandmother and brothers/sisters of the spouse of the head of the household in father or mother, grandfather or grandmother and brothers/sisters, respectively.	1. Head of household 2. Spouse of the head of the household 3. Son or daughter 4. Son's or daughter's spouse 5. Grandson or granddaughter 6. Father or mother 7. Grandfather or grandmother 8. Brother or sister 9. Other relative 10. Other
3. Year and month of birth	Year Month
4. Marital status ☐ Write the actual situation irrespective of official record.	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 (20th to 26th for December)? ☐ Write whether you were engaged in any work during the last seven days of the month. ☐ “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.	1. Mainly engaged in work 2. Engaged in work besides attending school 3. Engaged in work besides doing housework 4. Absent from work. 5. Had no job and was seeking one 6. Attended school 7. Did housework 8. Other (elderly persons, etc.) Go on to Column 8 Go on to Column 6 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		
○ 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.	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 Self-employed worker { 1. Regular employee 2. Temporary employee 3. Day labourer 4. Executive of company or corporation 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 Name of establishment, proprietor, etc. Type of business or industry 1. Unincorporated enterprise 2. Company 3. Other	
	11. Your occupation ☐ Describe specifically the kind of work you were engaged in at the establishment.			
	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 Wish to have additional job { 1. Seeking job 2. Not seeking 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	

◎ Change(s) after the last month survey — Entry only by households under the survey in the second month — ○ Refer to the “Instructions for Filling in the Basic Questionnaire”.	1. Continuation 2. New age-15 3. Moved-in 4. Addition 5. Moved-out 6. Exclusion 7. Other
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Columns to be filled in only by the head of the household

◎ Household members aged 15 or older ○ Enter the total number of your household members aged 15 or older	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Total</td> <td style="width: 50%; text-align: center;">person(s)</td> </tr> </table>			Total	person(s)										
Total	person(s)														
◎ Household members aged 14 or younger ○ Enter the total number of your household members aged 14 or under (by age group). ○ If you have no household member aged 14 or younger, enter “0” in both male and female columns.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Male person(s)</td> <td style="width: 50%; text-align: center;">Female person(s)</td> </tr> <tr> <td style="text-align: center;">Age 0 to 3</td> <td style="text-align: center;">person(s)</td> </tr> <tr> <td style="text-align: center;">Age 4 to 6</td> <td style="text-align: center;">person(s)</td> </tr> <tr> <td style="text-align: center;">Age 7 to 9</td> <td style="text-align: center;">person(s)</td> </tr> <tr> <td style="text-align: center;">Age 10 to 12</td> <td style="text-align: center;">person(s)</td> </tr> <tr> <td style="text-align: center;">Age 13 to 14</td> <td style="text-align: center;">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)														
Column for entry of persons aged 14 or younger as of the end of the survey month (26th for December) — Entry only by the household under the first month survey —															
(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	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
Year 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	
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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.

Not engaged in work	1. Mainly engaged in work 2. Engaged in work besides attending school 3. Engaged in work besides doing housework	}	→	Column A (Go to page 2)	
	4. Absent from work 5. Had no job and was seeking one 6. Attended school 7. Did housework 8. Other (elderly persons, etc.)	}	→	→	Column B (Go to page 3)
				Column C (Go to page 4)	

Column A Persons who engaged in work or absent from work	
A1 Why did you work less than 35 hours during the survey week?	Less than 35 hours { Reasons of the business or the employer Due to own or family conditions 1. Normal work time is less than 35 hours 2. Due to slack in business 3. Other 4. Maternity or taking care of children 5. For caring aged or sick family member 6. For vacation 7. Other 8. Other

35 hours or more
→ Go to A2

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 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
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 2. After graduation from school 3. Will start work within 4 weeks 4. Will start work in 5 weeks or more 5. No Waiting to start a new job { Other { Go to C3 Go to C6
C2 What is the reason for not looking for a job though you wish to work?	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 No prospect of finding a job
C3 How do you want to work or how are you going to work?	1. Regular staff 2. Part-time worker/Arubaito 3. Dispatched worker from temporary labour agency 4. Other 5. Selfemployed 6. Doing piecework at home 7. Other Employee
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/<i>Arubaito</i> 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 _____ → Go to Column E 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 _____

Column E For All Persons	
E1 Education	Attending school 1. Primary school, junior high school or Senior high school 2. Junior college 3. College or university, incl. graduate school Graduated from school 4. Primary school, junior high school or Senior high school 5. Junior college 6. College or university, incl. graduate school 7. Never attended
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