

2013 Survey on Employment Trends
(Survey Form 1 for Business Office)

first half of the year

- The information supplied in this Survey Form shall not be used for purposes other than statistics, nor shall it be revealed to any third party. Please therefore fill in accurate information.
- In filling in this Survey Form, please refer to the attached guidance on how to fill it in.

1 Name and address of the business office		2 Total number of regular employees across the entire enterprise Including workers of all business offices affiliated to the same enterprise (company) as at the end of December 2012	1,000 persons or more	300 - 999 persons	100 - 299 persons	30 - 99 persons	5 - 29 persons	Publicly- owned or state-run
			1	2	3	4	5	6
		3 Main product, or business details	("Main product" refers to a product generating the largest part of the revenue.)					
4 Name of the person filling in the form Telephone number		()						

○ This survey was carried out in relation to individual establishments.

Head offices, branch offices, sales offices, factories, etc. are counted as separate establishments. Please respond in relation to your establishment.

5 Transfer of regular employees

- Regular employees
- (i) Those who are employed on a non-fixed term basis
 - (ii) Those who are employed for a period of over one month
 - (iii) Those who are employed on a fixed term basis for a period of up to one month, or those who are employed on a daily basis, and those who were employed for more than 18 days per month during the previous two months
- "Part-time workers" refer to regular employees with shorter daily work hours compared with general workers in the same business office, or those with the same daily work hours but with shorter weekly work hours.
- To be counted in the Section of "No defined period of employment" (I), (III)
- To be counted in the Section of "Defined period of employment" (II), (IV)

Classification		(1) Number of regular employees as at the end of December 2012	(2) The number of regular employees increased over the period January to June 2013		(3) Workers who have been switched to no defined period of employment from defined period of employment over the period of January to June 2013	(4) The number of regular employees decreased over the period January to June 2013		(5) Number of regular employees as at the end of June 2013					
			(A) Newly employed (including seconded workers and workers reinstated after the completion of the secondment)	(B) Transferred from within the same enterprise (company), workers who have regained entitlement to wages		(A) Resigned (including seconded workers and workers reinstated after the completion of the secondment)	(B) Workers who took up other positions within the same enterprise (company), workers for whom wages have been withheld						
		Thousand	Persons	Thousand	Persons	Thousand	Persons	Thousand	Persons	Thousand	Persons	Thousand	Persons
Male	(I) No defined period of employment												
	(II) Defined period of employment												
	Male total												
Female	(III) No defined period of employment												
	(IV) Defined period of employment												
	Female total												
(V) Total of male and female		A		B		C		D					a + b
Of which, part-time workers	(VI) Male							c					
	(VII) Female							d					
	Total of male and female							E					c + d
Of which, workers seconded from other enterprises		(VIII)											

Of which, those
leaving from April-
June ⑰

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Of which, those transferred
from another enterprise
from April to June ⑱

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Frame to fill in of Ministry of Health, Labour and Welfare

Extraction of new workers	(1) Number of new workers (transcribe the data in Section (V) B)	(2) Extraction rates	(3) Number of new workers surveyed
		/	

Extraction of resigned workers	(1) Number of resigned workers (transcribe the data in Section (V) C)	(2) Extraction rates	(3) Number of resigned workers surveyed
		/	

*The numbers of persons indicated in sections framed in the same colour should correspond with each other.

6 Number of regular employees by gender and by age group

Please fill in the number of regular employees as at the end of June 2013 (nominal regular employees and employment on a temporary basis or on a daily basis) by gender and by age group. The age group division simplified chart is indicated in the guidance of how to fill it in.

Age group	Male total				Of which, part-time workers				Female total				Of which, part-time workers			
	(IX)				(X)				(XI)				(XII)			
	Thousand		Persons		Thousand		Persons		Thousand		Persons		Thousand		Persons	
(1) Less than 19 years old																
(2) 20 – 24 years old																
(3) 25 – 29 years old																
(4) 30 – 34 years old																
(5) 35 – 39 years old																
(6) 40 – 44 years old																
(7) 45 – 49 years old																
(8) 50 – 54 years old																
(9) 55 – 59 years old																
(10) 60 – 64 years old																
(11) 65 years and over																
Total check																

*The numbers of persons indicated in sections framed in the same colour on the left hand and right hand pages should correspond with each other.

"5 Transfer of regular employees"

(5) a

(5) c

(5) b

(5) d

7 Number of regular employees by employment and the number of unsatisfied vacancies

Please fill in the number of regular employees and the number of unsatisfied vacancies as at the end of June 2013 by employment. Where someone is engaged in 2 or more roles, make the entry in their main role.

Occupation	Number of regular employees				Of which, part-time workers				Number of unsatisfied vacancies				Of which, part-time workers			
	(XIII)				(XIV)				(XV)				(XVI)			
	Thousand		Persons		Thousand		Persons		Thousand		Persons		Thousand		Persons	
(01) Administrative and managerial workers																
(02) Professional and engineering workers																
(03) Clerical workers																
(04) Sales workers																
(05) Service workers																
(06) Security workers																
(07) Manufacturing process workers																
(08) Transport and machine operation workers																
(09) Construction and mining workers																
(10) Carrying, cleaning, packaging, and related workers																
(11) Other workers																
Total check																

"5 Transfer of regular employees"

=

(5) D

(5) E

"Unsatisfied vacancies" means where there is a job, and a job offer is made to replace the person engaged in that job, regardless of the method of the job offer.

Thank you for your cooperation.

2013 Survey on Employment Trends
(Survey Form 2 for Business Office)

second half of the year

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- In filling in this Survey Form, please refer to the attached guidance on how to fill it in.

1 Name and address of the business office	2 Total number of regular employees across the entire enterprise Including workers of all business offices affiliated to the same enterprise (company) as at the end of December 2013	1,000 persons or more	300 - 999 persons	100 - 299 persons	30 - 99 persons	5 - 29 persons	Publicly- owned or state-run
		1	2	3	4	5	6
	3 Main product, or business details	("Main product" refers to a product generating the largest part of the revenue.)					
	4 Name of the person filling in the form Telephone number	()					

5 Transfer of regular employees

- Regular employees
- (i) Those who are employed on a non-fixed term basis
 - (ii) Those who are employed for a period of over one month
 - (iii) Those who are employed on a fixed term basis for a period of up to one month, or those who are employed on a daily basis, and those who were employed for more than 18 days per month during the previous two months
- "Part-time workers" refer to regular employees with shorter daily work hours compared with general workers in the same business office, or those with the same daily work hours but with shorter weekly work hours.
- To be counted in the Section of "No defined period of employment" (I), (III)
- To be counted in the Section of "Defined period of employment" (II), (IV)

Classification	(1) Number of regular employees as at the end of June 2013	(2) The number of regular employees increased over the period of July to December 2013				(3) Workers who have been switched to no defined period of employment from defined period of employment over the period of July to December 2013	(4) The number of regular employees decreased over the period July to December 2013				(5) Number of regular employees as at the end of December 2013		
		(A) Newly employed (including seconded workers and workers reinstated after the completion of the secondment)		(B) Transferred from within the same enterprise (company), workers who have regained entitlement to wages			(A) Resigned (including seconded workers and workers reinstated after the completion of the secondment)		(B) Workers who took up other positions within the same enterprise (company), workers for whom wages have been withheld				
	Thousand	Persons	Thousand	Persons	Thousand	Persons	Thousand	Persons	Thousand	Persons	Thousand	Persons	(1) + (2) ± (3) - (4) = (5)
Male	(I) No defined period of employment					+							
	(II) Defined period of employment					-							
	Male total												a
Female	(III) No defined period of employment					+							
	(IV) Defined period of employment					-							
	Female total												b
(V) Total of male and female		A		B				C				D	a + b
Of which, part-time workers	(VI) Male												c
	(VII) Female												d
	Total of male and female												E c + d
Of which, workers seconded from other enterprises		(VIII)											

Of which, those leaving
from October- December ⑰

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Of which, those transferred
from another enterprise
from October- December ⑱

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○

Frame to fill in of Ministry of Health, Labour and Welfare

Extraction of new workers	(1) Number of new workers (transcribe the data in Section (V) B)	(2) Extraction rates	(3) Number of new workers surveyed
		/	

Extraction of resigned workers	(1) Number of resigned workers (transcribe the data in Section (V) C)	(2) Extraction rates	(3) Number of resigned workers surveyed
		/	

2013 Survey on Employment Trends (Survey Form 3 for New Employee)

Confidential

Ministry of Health,
Labour and Welfare

- ☐ The information supplied in this Survey Form shall not be used for purposes other than statistics, nor shall it be revealed to any third party. Please therefore fill in the accurate information.
- ☐ In reference to the guidance of how to fill it in, please select and circle **the single relevant number**. However, **with regard to Question 5**, please select and circle **all that apply**.
- ☐ With regard to Question 9, please fill in **the name of a relevant prefecture**.

Prefecture No.	Serial number	Worker's number
*	*	

Question 1: What is your gender?

Male	Female
1	2

Question 2: How old were you (when you took up the employment?)

Less than 19 years old	20 – 24 years old	25 – 29 years old	30 – 34 years old	35 – 39 years old	40 – 44 years old	45 – 49 years old	50 – 54 years old	55 – 59 years old	60 – 64 years old	65 years and over
01	02	03	04	05	06	07	08	09	10	11

Question 3: At which of the below listed educational institutions did you graduate from last?

Junior high school	High school	Vocational training school (specialized course) (a vocational training school with a course length of 2 years or more and with an entrance requirement of upper secondary school graduation)	Technical college / junior college	University		graduate school	
				Arts	Sciences	Arts	Sciences
1	2	3	4	5	6	7	8

Question 4: When did you graduate from the educational institution in Question 3?

New graduates (Graduated in January 2013 or later)	Non-new graduates (Graduated in December 2012 or earlier)
1	2

Question 5: Use of the internet during job seeking activities

If you used the internet, please select and circle **the websites you visited and all that apply**.

I used the internet						Did not use the internet
Used the internet to collect information about job vacancies						
Websites operated directly by recruiting enterprises	Websites operated by private recruitment advertisement companies	Job search websites	Hello Work Internet Service	Other websites	Used to make an appointment with, and to send inquiries to, enterprises	
1	2	3	4	5	6	7

Question 6: Recruitment process (use of job agencies)

Employment security agencies (Hello Work) (partbank and jinzai-bank included)	Submitted an application, having seen the information on the Hello Work Internet Service or job search websites	Private employment placement agencies (schools excluded)	Schools (vocational schools included)	Previous company	Secondment	Reinstated after the completion of the secondment	Through a personal connection (including friends and acquaintances)	Advertisement (career magazines and internet included)	Others
01	02	03	04	05	06	07	08	09	10

Question 7: Are you a general or part-time worker?

full-time employees		Part-time worker	
No defined period of employment	Defined period of employment	No defined period of employment	Defined period of employment
1	2	3	4

“Part-time workers” refer to workers with shorter daily work hours compared with general workers in the business office, or those with the same daily work hours but with shorter weekly work hours compared with general workers.

Question 8: What is your job? (Reference should be made to the employment division in the guidance of how to fill in this survey.)

If you have more than two jobs, please select and circle the main one.

Administrative and managerial workers	Professional and engineering workers	Clerical workers	Sales workers	Service workers	Security workers	Manufacturing process workers	Transport and machine operation workers	Construction and mining workers	Carrying, cleaning, packaging, and related workers	Other workers
01	02	03	04	05	06	07	08	09	10	11

Question 9: Your job experience during the two year period prior to the current job

I had a job at some point in the year prior to the current job.	1	Please fill in the name of the prefecture where the previous enterprise is located. <input type="text"/>
Work experience in the period 2 years to 1 year prior to entry, but not in the year prior to entry	2	
I did not have a job during the two year period prior to the current job.	3	

Please fill in the name of the prefecture of your residence prior to the current job.

Question 10: Do you work on the day you fill in this Survey Form?

I work.	1	If you answered 1 or 2 in Q9 If you answered 3 in Q9	Go to Question 11. End of the Survey
I do not work.	2		

Only those who “had a job at some point during the two year period prior to the current job” (those who chose (1) or (2) for Question 9) and who also chose (1) (I work) for Question 10 should answer the following questions.

Question 11: What was the business of the previous enterprise? Please select **one from 01 to 18**. (Reference should be made to the guidance of how to fill in “ Definition of terminology for Question 11”.)

Agriculture, Forestry and Fisheries	Mining and quarrying of stone and gravel	Construction	Manufacturing	Electricity, gas, heat supply and water	Information and communications	Transport and postal activities	Wholesale and retail trade	Finance and insurance
01	02	03	04	05	06	07	08	09
Real estate and goods rental and leasing	Scientific research, professional and technical services	Accommodations, eating and drinking services	Living-related and personal services and amusement services	Education, learning support	Medical, health care and welfare	Compound services	Service (not elsewhere classified)	Any other industries
10	11	12	13	14	15	16	17	18

Question 12: Please select your last job.

If you had more than two jobs, please select and circle the main one.

Administrative and managerial workers	Professional and engineering workers	Clerical workers	Sales workers	Service workers	Security workers	Manufacturing process workers	Transport and machine operation workers	Construction and mining workers	Carrying, cleaning, packaging, and related workers	Other workers
01	02	03	04	05	06	07	08	09	10	11

Question 13: What was your employment status in your last job?

Employed				Self-employed Engaged in a Family business
full-time employees		Part-time worker		
No defined period of employment	Defined period of employment	No defined period of employment	Defined period of employment	
1	2	3	4	

Please specify:

End of the Survey

Question 14: How long was the in-between period between when you resigned from the last job and when you took up the current job?

Those who selected (1) for Question 9 (the in-between period between the last job and the current job was less than one year)					Those who selected (2) for Question 9 (the in-between period between the last job and the current job was one year or longer but less than two years)	
Less than 15 days	15 days or longer but less than one month	One month or longer but less than three months	Three months or longer but less than six months	Six months or longer but less than one year	One year or longer but less than one and a half years	One and a half years or longer but less than two years
1	2	3	4	5	6	7

Question 15: The total number of workers across the previous enterprise.

1000 persons or more	300 – 999 persons	100 – 299 persons	30 – 99 persons	5 - 29 persons	4 persons or less	Publicly-owned or state-run
1	2	3	4	5	6	7

Question 16: Why did you resign from the previous company and why did you choose the current company?

(1) **Single main reason** for resignation from the last job

I could not get interested in the job.	I could not make best use of my resources, personality, and qualifications.	Human relations in the workplace were not amicable.	I was uncertain about the future of the company.	Income, including wages, were insufficient	Work hours, holiday entitlements and other working conditions were unsatisfactory.	Marriage	Maternity, child care	Long-term care	Retirement age, expiry of the contract	Due to circumstances of the company	Any other reasons (including secondment)
01	02	03	04	05	06	07	08	09	10	11	12

(2) **Single main reason** for choosing the current company.

I was interested in the job.	I can make use of my resources, personality, and qualifications.	I have expectations for the future of the company.	Income, including wages, is sufficient.	Work hours, holiday entitlements and other working conditions are good.	It is easy to commute.	I wanted to get any job.	Any other reasons (including secondment)
13	14	15	16	17	18	19	20

Question 17: How was the level of wages affected compared with the last job?

Increased			No change	Decreased		
Increase of more than 30%	Increase of 10% or more but less than 30%	Increase of less than 10%		Decrease of less than 10%	Decrease of 10% or more but less than 30%	Decrease of more than 30%
1	2	3	4	5	6	7

Thank you for your cooperation.

*of total

pages

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2013 Survey on Employment Trends
(Survey Form 4 for Resigned Worker)Ministry of Health,
Labour and Welfare

- ☐ The information supplied in this Survey Form shall not be used for purposes other than statistics, nor shall it be revealed to any third party. Please therefore fill in accurate information.
- ☐ Please select and circle the **single relevant number** and circle it.
- ☐ Please do not fill in the space with *.

Prefecture No.	Serial number
*	*

I Worker's number		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
You may use any figures, symbols or names (initial), etc. that you should be able to remember later on when further inquiries are made about the information provided.											
II Gender	1 Male	1	1	1	1	1	1	1	1	1	1
	2 Female	2	2	2	2	2	2	2	2	2	2
III Age	01 Less than 19 years old	01	01	01	01	01	01	01	01	01	01
(when you resigned)	02 20 – 24 years old	02	02	02	02	02	02	02	02	02	02
	03 25 – 29 years old	03	03	03	03	03	03	03	03	03	03
	04 30 – 34 years old	04	04	04	04	04	04	04	04	04	04
	05 35 – 39 years old	05	05	05	05	05	05	05	05	05	05
	06 40 – 44 years old	06	06	06	06	06	06	06	06	06	06
	07 45 – 49 years old	07	07	07	07	07	07	07	07	07	07
	08 50 – 54 years old	08	08	08	08	08	08	08	08	08	08
	09 55 – 59 years old	09	09	09	09	09	09	09	09	09	09
	10 60 – 64 years old	10	10	10	10	10	10	10	10	10	10
	11 65 years and over	11	11	11	11	11	11	11	11	11	11
IV Last education	1 Graduated from junior high school	1	1	1	1	1	1	1	1	1	1
	2 Graduated from high school	2	2	2	2	2	2	2	2	2	2
	3 Graduated from vocational school (specialized course)	3	3	3	3	3	3	3	3	3	3
	4 Graduated from technical college / junior college	4	4	4	4	4	4	4	4	4	4
	5 Graduated from University	5	5	5	5	5	5	5	5	5	5
	6 Graduated from Graduate school	6	6	6	6	6	6	6	6	6	6
V Time of graduation from the institution listed in IV	1 New graduates (Graduated in January 2013 or later)	1	1	1	1	1	1	1	1	1	1
	2 Non-new graduates (Graduated in December 2012 or earlier)	2	2	2	2	2	2	2	2	2	2
VI General or part-time	1 full-time employees • No defined period of employment	1	1	1	1	1	1	1	1	1	1
	2 full-time employees • Defined period of employment	2	2	2	2	2	2	2	2	2	2
	3 Part-time worker • No defined period of employment	3	3	3	3	3	3	3	3	3	3
	4 Part-time worker • Defined period of employment	4	4	4	4	4	4	4	4	4	4
VII Job (employment)	01 Administrative and managerial workers	01	01	01	01	01	01	01	01	01	01
	02 Professional and engineering workers	02	02	02	02	02	02	02	02	02	02
	03 Clerical workers	03	03	03	03	03	03	03	03	03	03
	04 Sales workers	04	04	04	04	04	04	04	04	04	04
	05 Service workers	05	05	05	05	05	05	05	05	05	05
	06 Security workers	06	06	06	06	06	06	06	06	06	06
	07 Manufacturing process workers	07	07	07	07	07	07	07	07	07	07
	08 Transport and machine operation workers	08	08	08	08	08	08	08	08	08	08
	09 Construction and mining workers	09	09	09	09	09	09	09	09	09	09
	10 Carrying, cleaning, packaging, and related workers	10	10	10	10	10	10	10	10	10	10
	11 Other workers	11	11	11	11	11	11	11	11	11	11
VIII Period of employment	1 Less than six months	1	1	1	1	1	1	1	1	1	1
	2 Six months or longer but less than one year	2	2	2	2	2	2	2	2	2	2
	3 One year or longer but less than two years	3	3	3	3	3	3	3	3	3	3
	4 Two years or longer but less than five years	4	4	4	4	4	4	4	4	4	4
	5 Five years or longer but less than 10 years	5	5	5	5	5	5	5	5	5	5
	6 10 years or longer	6	6	6	6	6	6	6	6	6	6
IX Reasons of resignation	01 Expiry of the contract	01	01	01	01	01	01	01	01	01	01
	02 Due to circumstances of the management	02	02	02	02	02	02	02	02	02	02
	03 Secondment	03	03	03	03	03	03	03	03	03	03
	04 Reinstatement after the completion of the secondment	04	04	04	04	04	04	04	04	04	04
	05 Retirement age	05	05	05	05	05	05	05	05	05	05
	06 Due to personal fault	06	06	06	06	06	06	06	06	06	06
	07 Marriage	07	07	07	07	07	07	07	07	07	07
	08 Maternity and child care	08	08	08	08	08	08	08	08	08	08
	09 Long-term care	09	09	09	09	09	09	09	09	09	09
	10 Death and sickness	10	10	10	10	10	10	10	10	10	10
	11 Other personal reasons	11	11	11	11	11	11	11	11	11	11

Thank you for your cooperation.

*of total pages

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