## 2011 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. 2 Total number of 1 000 Publicly-300 - 999 100 - 299 30 - 99 5 - 29 regular employees owned or persons or persons persons persons persons across the entire enterprise more state-run Including workers of all business offices affiliated to the same enterprise (company) as 2 4 6 1 3 5 at the end of December 2011 Name and 3 Main product, or address of 'Main product" refers to a product generating the largest part of the revenue.) the business business details office 4 Name of the person filling in the form Telephone number 0 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 (i) Those who are employed on a non-fixed term basis → To be counted in the Section of "nominal regular employees" (I), (III) (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, To be counted in the Section of Regular employee or those who are employed on a daily basis, and those who were employed "employment on a temporary basis or on a daily basis" (II), (IV) 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 (2)The number of regular employees increased (3) The number of regular employees decreased (4) Workers who have been (5) 1) over the period January to June 2011 over the period of January to June 2011 itched to nominal Number of regular employees as (A) (B) (A) (B) Number of regular employees as regular employees from Workers who took up at the end of June 2011 at the end of December 2010 Newly employed Transferred from within mployment on a esigned (including (including seconded other positions within the Classification econded workers and he same enterprise nporary basis or on a workers and workers ame enterprise (company), workers who vorkers reinstated after th ily basis over the period reinstated after the company), workers for nave regained entitlement of January to June 2011 completion of the completion of the whom wages have been econdment) to wages vithheld condment) (I)

	Nominal regular of	employees		1				1	÷ .						1	-			÷		1				: :	: :	
Male	Employment on a ten or on a daily												-														
	Male tot	al																				a					
	Nominal regular o	(III) employees											+														
Female	Employment on a ten or on a daily												-														
	Female to	otal				-																b					
	Total of male and	(V) I female	А				В							1			С					E	)				a + b
		(VI) Male																				с					
	Of which, part-time workers	(VII) Female																				d	1				
		Total of male and female			-			-		_	_								_			Е	2				c + d
	Of which, workers seconded from other enterprises	(VIII)																			]						
															,				_		•						
													vhich, ving fro e			1			from	anoth	those tra her ente to June	rprise	ed	18			

If you have filled in Sections B (newly employed) and/or C (resigned) of the "Total of male and female (V)" above, please extract new workers and resigned workers. ○ Extraction of new workers and resigned workers

This is necessary to identify the number of persons to fill in the Survey Form for New Employees and the Survey Form for Resigned Employees distributed with this Survey Form.

With regard to the extraction method and extraction rates, please refer to the attached guidance of how to fill it in. Extraction rates may vary, depending on the industrial classification as well as on the number of regular employees as at the end of December 2010 (Section (V) A).

				-				
Extraction of new	<ol> <li>Number of new workers (transcribe the data in Section (V) B)</li> </ol>	(2) Extraction rates	(3) Number of new workers surveyed		Extraction of resigned	<ol> <li>Number of resigned workers (transcribe the data in Section (V) C)</li> </ol>	(2) Extraction rates	(3) Number of resigned workers surveyed
workers		/			workers		/	

\*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

Age group	Male total (IX)	Of which, part-time workers (X)	Female total (XI)	Of which, part-time workers (XII)
	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				
	1	1	1	1
"5 Transfer of regular employed	es" (5) a	) (5) c	(5) b	(5) d

Please fill in the number of regular employees as at the end of June 2011 (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.

\*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.

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 2011 by employment.

Refer to Guideline 7 (pages 3 and 4) for more information on the meaning of (02) Professional/technical employment, and differentiating (08) Transport, and (10) Handling. Where someone is engaged in 2 or more roles, make the entry in their main role.

Occupation	Number of	(XIII)	ployees	part	-time work (XIV)	ers	Number of u vacan (XV	cies	Of which, part-time (X		
	Thousand		Persons	Thousan	id	Persons	Thousand	Persons	Thousand	Person	5
(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											
<ul><li>08) Transport and machine operation workers</li></ul>											
09) Construction and mining workers											
10) Carrying, cleaning, packaging, and related workers											
(11) Other workers											
Total check											
		<u>^</u>	_		<u>^</u>		"Unsatisfied va				
5 Transfer of regular employees	5" ] =	(5) D			(5) E		is made to rep method of the	-	son engaged ir	n that job, reg	gardles

Thank you for your cooperation.

Ministry of Health, Labour and Welfare

## 2011 Survey on Employment Trends (Survey Form 2 for Business Office)

second half of the year

	The information In filling in				-										all it b	e reve	aled to a	any third	party	. Please	there	fore fi	ll in a	ccurat	e inform	ation	•
													acro Includi	lar er ss th	nploye e entir <sub>kers of a</sub>	es e enter Il busine	s offices	1,000 persons more	or	300 - 999 persons	per	- 299 sons	30 - pers	sons	5 - 29 persons 5	0	ublicly- wned or tate-run
	ime and												at	t the en	d of Dec	ember 20	ompany) as 111	1		2		3	4				6
the	dress of e business fice													ness	details	5		("Main p	roduct	" refers to	a prodi	uct gene	erating	the larg	est part of	the re	venue.)
													4 Nam in th To	e for			ling				(			)	)		
5 Ti	ransfer of regu	ilar emplo		"Part	employe -time wo er weekl <u>y</u>	rkers" re	efer to 1	Those wh Those wh Those wh or those v for more regular emp	to are emp to are emp who are en than 18 d	ployed fo ployed or mployed ays per n	r a perio n a fixed on a dai nonth du	od of over 1 term bas ily basis, a uring the p	one mo is for a j ind those previous	period e who two r	were en	nployed	1	e same bu		o be counte o be counte mploymen office, or th	ed in th it on a t	e Sectio tempora	on of ry basi	is or on	a daily bas	sis" (II	), (IV)
	Classificati	on			ular emp of June 2			ncreased or 2011 om within prise orkers who entitlemen	Workers who have been switched to nominal regular employees from employment on a temporary basis or on a daily basis over the period workers from         ov					d (including d workers and reinstated after pletion of the			(B) (B) who to sitions v erprise y), wor	ol 1 ook up within th kers for	(5 Nu a ne	<ul> <li>(5)</li> <li>Number of regular employees a at the end of December 2011</li> <li>(1) + (2) ± (3) - (4) = (5)</li> </ul>							
			т	nousand		Persons	Thousand		Persons	Thousand		Perso	ns Thousan	4		Persons	Thousand		Persons	Thousand		Pers		Thous			Persons
	Nominal regula												+														
Male	Employment on a to or on a dail	(II) emporary basis y basis																									
	Male to				-	•		<u></u>							-	•		_	-	<b>.</b> .		<u> </u>	а				
	Nominal regula	(III) r employees											+														
Female	Employment on a to or on a dail												-														
	Female	total					_																b				
т	fotal of male a	(V) nd female	А				в										С						D				a
		(VI) Male																					с				
F	Of which, part-time workers	(VII) Female					ĺ																d				
		Total of male and female						· · · ·			<u> </u>	÷						•			•	•	Е				c ·
	f which, workers conded from other enterprises	5	)																								
			<u> </u>		·	·							which, 1 /ing fro			1				from		ose trar er enter o June		ed (18			

If you have filled in Sections B (newly employed) and/or C (resigned) of the "Total of male and female (V)" above, please extract new workers and resigned workers.  $\odot$  Extraction of new workers and/or resigned workers

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at the end of a	ane 2011 (Beenon (1) 11).						
<b>T</b>	(1) Number of new workers	(2) Extraction	(3) Number of new		(1) Number of resigned workers	(2) Extraction	(3) Number of resigned
Extraction	(transcribe the data in Section (V) B)	rates	workers surveyed	Extraction	(transcribe the data in Section (V) C)	rates	workers surveyed
of new workers				of resigned workers			
		/				/	

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