2012 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 persons or owned 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 at the end of December 2012 1 2 4 5 6 3 Name and address of 3 Main product, or 'Main product" refers to a product generating the largest part of the revenue.) the business business details office

O 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
 (ii) Those who are employed for a period of over one month
 (iii) The set of the set

(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 To be counted in the Section of "nominal regular employees" (I), (III)
 To be counted in the Section of

"employment on a temporary basis or on a daily basis" (II), (IV)

"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

4 Name of the person filling in the form Telephone number

shorter weekly work hours.

Regular employees

	Classificatio	m	(1) Number o at the er		employee ember 20	es as 11 N (v r c		r the per (A) ployed seconde after the after the	iod Janu d rs	ar employe ary to June Transferre the same e (company) have regain to wages	2012 (B) ed from w interprise	vithin s who	switche regular employ tempor daily b	rs who ha ed to nom employee ment on ary basis asis over ary to Ju	inal es from a or on a the period	ov Resigned seconded	(includ worker einstate	eriod of Ja ing s and ed after the	lar employe nuary to Ju Workers v other posi same enter (company whom way withheld	(B) (B) who took tions with rprise), worker	up hin the rs for		the end of	nd of Ju	ine 201		
			Thous	and	1		housand	:	Persons	Thousand	:	Persons	Thousand		Persons	Thousand	:	Persons	Thousand	:	Persons	(1)	(2) = (3 Thousand			Persons	l
	Nominal regular	(I) employees											+														
Male	Employment on a te or on a daily																										
	Male to	tal								X												a					
	Nominal regular	(III) employees											+														
Female	Employment on a te or on a daily												-														
	Female t	otal																				b					
	Total of male an	(V) d female	A			1	В							Г		С						D					a + b
		(VI) Male																				с					
	Of which, part-time workers	(VII) Female																				d					
		Total of male and female		·						<u> </u>	•	<u>.</u>										Е					c + d
	Of which, workers seconded from other enterprises	(VIII)																									
			<u> </u>						-				-	nose n April-	1				from a	ich, thos another e	enterpris		(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 2011 (Section (V) A).

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

Please fill in the number of regular employees as at the end of June 2012 (nominal regular employees and employment on a temporary basis or on a daily basis) by gender and by age grou
The age group division simplified chart is indicated in the guidance of how to fill it in.

Age grou	ıp		e total	Of whie part-t	time workers			nale tota	1	Of which, part-time workers				
	TI	housand	IA) Persons	Thousand	(X)	Persons T	housand	(XI)	Persons	Thousand	(XII)	Persons		
(1) Less than 1	years old													
(2) 20 – 24 yea	rs old													
(3) 25 – 29 yea	rs old													
(4) 30 – 34 yea	rs old													
(5) 35 – 39 yea	rs old													
(6) 40 – 44 yea	rs old													
(7) 45 – 49 yea	rs old													
(8) 50 – 54 yea	rs old													
(9) 55 – 59 yea	rs old													
(10) 60 – 64 yea	rs old													
(11) 65 years and	1 over													
Total che	ck													
			1		1			1			1			
5 Transfer of regu	ılar employees	;"] [(5) a		(5) c			(5) b			(5) d			

*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 2012 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		gular employees	Of which, part-time v (XIV		Number of u vacand (XV	cies	Of which, part-time v (XV)	
	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 = ((5) D	(5)	E		lace the pers	son engaged in	e is a job, and a job o that job, regardless o

Thank you for your cooperation.

Ministry of Health, Labour and Welfare

2012 Survey on Employment Trends (Survey Form 2 for Business Office)

second half of the year

	The information In filling in				-										ll it be	reve	aled to a	ny third	party	. Please	there	fore fil	ll in ac	ccurate	e informa	ition.	
													acros Includir	lar en ss the	entire entire	enter busines	ss offices	1,000 persons more	or	300 - 999 persons	_	sons	30 - perso	ons	5 - 29 persons	ow	blicly- ned or ite-run
	me and												at	the end	l of Dece	mber 20	ompany) as)12	1		2		3	4		5		6
	tress of business ice												busir	ness	uct, or details			("Main p	roduct'	" refers to	a produ	ict gene	rating t	he large	est part of	the rev	enue.)
												4	in the	e forr	ne pers n ne numb		ling				()			
5 Ti	ansfer of regu	lar emplo		"Part-	mployee time wo	kers" re	(iii) efer to r	Those who Those who or those who or those w for more t regular emp	o are emp o are emp /ho are en /han 18 da	ployed for ployed on mployed o ays per mo	a period a fixed to n a daily onth duri	l of over erm basis basis, ar ing the pr	one mo s for a p nd those revious	period e who two n	were en onths	ployed	1	e same bu	^{Tc} "e	o be counte o be counte mploymen office, or th	ed in the t on a t	e Sectio empora	n of ry basis	s or on a	a daily bas	s" (II)	
	Classificatio	on	(1) Number at th		lar empl of June 2		Newly employed (including seconded workers and workers reinstated after the completion of the						Workers who have been ov switched to nominal regular employees from employment on a temporary basis or on a daily basis over the period workers r Resigned seconded workers r					(A) (includin workers reinstated oletion of t	workers who took up other positions within the same enterprise (company), workers for whom wages have been				(5 Nui at	 (5) Number of regular employees a at the end of December 2012 (1) + (2) ± (3) - (4) = (5) 			
			Th	ousand		Persons	Thousand	dment)	Persons	Thousand	_	Persons	Thousand			Persons	Thousand		Persons	Thousand		Persi		Thousa			Persons
	Nominal regular																										
Male	Employment on a te or on a daily	(II) mporary basis / basis												-													
	Male to		 	<u> </u>		<u>.</u>	-							-	-				-				а				
	Nominal regular												+														
Female	Employment on a te or on a daily												-														
	Female			;	;								-									-	b				
г	otal of male ar	(V) Id female	А		_		в										С						D				a ⊣
		(VI) Male											1										с				
P	Of which, art-time workers	(VII) Female																					d				
		Total of male and female			<u>.</u>		-			<u> </u>			_					-	-				Е				c +
	f which, workers conded from other enterprises	(VIII																		<u> </u>							
		<u>.</u>		·	·					<u>.</u>			hich, t ing fro		ril-	1				from		ose trar r enterp o June		d 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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is at the end	or sume 2011 (beenon (v) 11).						
	(1) Number of new workers	(2) Extraction	(3) Number of new		(1) Number of resigned workers	(2) Extraction	(3) Number of resigned
Extract	(transcribe the data in Section (V) B)	rates	workers surveyed	Extraction	(transcribe the data in Section (V) C)	rates	workers surveyed
of new worke				of resigned workers			
		/				/	

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