

LABOUR FORCE SURVEY

1.Place of residence Street Dwelling number.....	Voivodship code		
	Local Statistical Office code		
	Dwelling identifier (IDM)		

2.Dwelling sampling number				
Survey round				
	I	II	III	IV
3.Number of households in dwelling in the survey rounds				
4.Within-dwelling household number				
5.Census cluster and enumeration district number				
6.Census-2002 ED number				
7.Survey starting date				
8.Sample number				

Household file ZG
LABOUR FORCE SURVEY

Part 1. Household members**A. PRESENT**

ABSENT who meet one of the following criteria:
the duration of actual absence is 3 months or less,
the duration of actual absence is longer than 3 months, and
the total period of absence (actual and planned) is shorter than 1 year

1. Information about household members and connections inside the household

Person number	Last and first name (with respondent's permission)	Number of person who is			Marital status code ^{a)}	Level of attained education ^{b)}	Sex 1-M 2-F	Citizenship		Country of birth		Relationship to the household head ^{c)}	
		spouse or cohabiting partner	father	mother				name	code	name	code	name	code
1	2	3	4	5	6	7	8	9	10	11	12	13	14
01							1 2						
02							1 2						
03							1 2						
04							1 2						
05							1 2						
06							1 2						
07							1 2						

a) Marital status code:
1 – single
2 – married
3 – widow, widower
4 – divorced or separated

b) Level of the highest attained education:
00 – tertiary with academic degree (at least doctorate)
10 – tertiary, Master degree or equivalent
01 – tertiary Licentiate, Engineer
12 – College diploma/certificate
20 – post-secondary school certificate
30 – vocational secondary
40 – general secondary
50 – basic vocational
60 – lower secondary (gimnazjum)
70 – primary
80 – incomplete primary
90 – without school education

c) Relationship code:
01 – head of household
02 – spouse
03 – cohabiting partner,
04 – son, daughter
05 – son-in-law, daughter-in-law
06 – father, mother, father-in-law, mother-in-law
07 – grandfather, grandmother, grandson, granddaughter, great grandson, great granddaughter
08 – brother, sister
09 – uncle, aunt, other relative
10 – unrelated household member

2. Additional information about household members

Person number	Survey round	Year of birth	Have you already had your birthday this year? 1 – yes 2 – no	Level of disability ^{d)} (enter with respondent's permission)	Duration of residence in Poland		Where did you live a year ago? 1 – in the same gmina 2 – not in the same gmina, but in the same voivodship 3 – in the other voivodship (name/code) 4 – in the other country (name/code)	Duration of absence from the household		Reason for absence ^{b)}	Place of stay of person absent (staying in Poland – voivodship and place name and territorial code of the place; staying abroad – name and code of the country)	Participation in the survey ⁱ⁾	ZD questionnaire number	
					Actual ^{e)}	Planned ^{f)} (total including actual) [enter only for persons staying in Poland shorter than 1 year]		actual (in months)	Planned ^{g)} (total including actual)					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
01	I													
	II													
	III													
	IV													
02	I													
	II													
	III													
	IV													
03	I													
	II													
	III													
	IV													
04	I													
	II													
	III													
	IV													
05	I													
	II													
	III													
	IV													
06	I													
	II													
	III													
	IV													
07	I													
	II													
	III													
	IV													

^{d)} Level of disability:

1 – certificate of severe level of disability or equivalent,
2 – certificate of moderate level of disability or equivalent,
3 – certificate of minor level of disability or equivalent,
9 – lack of certificate of disability level or equivalent; child below 15 years of age

^{e)} Actual duration of stay in Poland:

3 months or shorter – code 98; longer than 3 months, but shorter than 1 year – code 97; 1 year or longer – exact number of years (within the range -1-96); 00 – born in Poland

^{f)} Planned duration of stay in Poland:

shorter than 12 months – exact number of months; 1 year or longer – code 12

^{g)} Planned duration of absence:

shorter than 12 months – exact number of months; 1 year or longer – code 12

Notice:

Code 12 may be entered only when actual duration of absence is no longer than 3 months. If the period of actual absence is longer than 3 months and the person plans to stay outside the household (actual and planned absence) for 1 year or longer the interviewer should enter this person into part B or C of the ZG File.

^{b)} Reason of absence code:

in Poland in collective households in connection with:

01 – performing work/ staying in an employee lodging house; 02 – education /staying in a boarding school, dormitory, student hostel; 03 – other reasons (staying in social welfare home, pensioners' home, orphanage, etc.)

in Poland outside collective households in connection with:

04 – employment; 05 – other reasons (e.g. stay in hospital);

Abroad in connection with:

06 – employment; 07 – job search; 08 – education; 9 – other reasons

ⁱ⁾ Participation in the survey code:

1 – there is ZD questionnaire; 2 – temporarily absent – no ZD questionnaire; 3 – refused interview – no ZD questionnaire; 4 – arrived – there is ZD questionnaire; 5 – arrived, but temporarily absent – no ZD questionnaire; 6 – arrived, but refused interview – no ZD questionnaire; 7 – left the household – no ZD questionnaire

B. PERSONS STAYING IN POLAND IN COLLECTIVE HOUSEHOLDS FOR MORE THAN 3 MONTHS (actual stay) WHOSE DURATION OF ABSENCE FROM THE HOUSEHOLD (total - actual and planned) IS 1 YEAR OR MORE

1. Personal information

Person number	Last and first name (with respondent's permission)	Sex 1-M 2-F	Year of birth	Has the absent person already had his/her birthday this year? 1 – Yes, 2 – No				Level of attained education ^{a)}	Relationship to the household head	
				survey round					name	code ^{b)}
				I	II	III	IV			
				1	2	3	4			
01										
02										

^{a)} Level of attained education: 00 – tertiary with academic degree (at least doctorate), 10 – Master degree or equivalent, 11 – Licentiate, Engineer, 10 – College diploma/certificate, 20 – post-secondary school certificate, 30 – vocational secondary, 40 – general secondary, 50 – basic vocational, 60 – lower secondary (gimnazjum), 70 – primary, 80 – incomplete primary, 90 – without school education ^{b)} Relationship code: 02 – spouse, 03 – cohabiting partner, 04 – son, daughter, 05 – son-in-law, daughter-in-law, 06 – father, mother, father-in-law, mother-in-law, 07 – grandfather, grandmother, grandson, granddaughter, great grandson, great granddaughter, 08 – brother, sister, 09 – uncle, aunt, other relative, 10 – unrelated household member

2. Information about reasons of absence and place of residence

Person number	1	01				02			
Survey round number	2	I	II	III	IV	I	II	III	IV
Reason of absence ^{a)}	3								
Voivodship of residence of person absent during interview	4								
Place of residence of person absent during the interview	5								
Territorial code	6								

^{a)} Reason of absence: 1 – performing work/ staying in an employee lodging house; 2 – education /staying in a boarding school, dormitory, student hostel; 3 – other reasons (staying in social welfare home, pensioners' home, orphanage, etc.)

C. PERSONS STAYING ABROAD FOR MORE THAN 3 MONTHS (actual stay) WHOSE DURATION OF ABSENCE FROM THE HOUSEHOLD (total - actual and planned) IS 1 YEAR OR MORE

1. Personal information

Person number	Last and first name (with respondent's permission)	Sex 1-M 2-F	Year of birth	Has the absent person already had his/her birthday this year? 1 – Yes, 2 – No				Level of attained education ^{a)}	Relationship to the household head	
				survey round					name	code ^{B)}
				I	II	III	IV			
1	2	3	4	5				6	7	8
01										
02										

^{a)} Level of attained education: 00 – tertiary with academic degree (at least doctorate), 10 – Master degree or equivalent, 11 – Licentiate, Engineer, 10 – College diploma/certificate, 20 – post-secondary school certificate, 30 – vocational secondary, 40 – general secondary, 50 – basic vocational, 60 – lower secondary (gimnazjum), 70 – primary, 80 – incomplete primary, 90 – without school education ^{b)} Relationship code: 02 – spouse, 03 – cohabiting partner, 04 – son, daughter, 05 – son-in-law, daughter-in-law, 06 – father, mother, father-in-law, mother-in-law, 07 – grandfather, grandmother, grandson, granddaughter, great grandson, great granddaughter, 08 – brother, sister, 09 – uncle, aunt, other relative, 10 – unrelated household member

2. Information about reasons and duration of absence and place of residence

Person number	1	01				02			
Survey round number	2	I	II	III	IV	I	II	III	IV
Reason of absence ^{a)}	3								
Duration of absence ^{b)}	4								
Country of residence of person absent during the interview	5								
Territorial code	6								

^{a)} Reason of absence from Poland: 1 – employment, 2 – job search, 3 – education, 4 – other.

^{b)} Duration of actual absence code: 1 – the person stays abroad shorter than 1 year, 2 – the person stays abroad 1 year or more.

Part 2. Summary characteristics of the household

Specification	For every survey round number			
	I	II	III	IV
Number of household members (part 1A)	1			
Of which: number of persons aged 15 years or more	2			
Number of persons staying in collective households (part 1B)	3			
Number of persons staying abroad (part 1C)	4			
Is any of the household members a holder of a farm or a plot? YES – 1, NO – 0	5			
Total arable area of a farm or a plot in hectares (with 2 decimal digits)	6			
The purpose of the production of the agricultural holding during the last 12 months ^{a)}	7			
Code of the household's main source of maintenance	8			
Code of the household's additional source of maintenance	9			

^{a)} Purpose of production of agricultural holding code:

- 1 – non-agricultural
- 2 – producing only for their own needs
- 3 – producing mostly for their own needs
- 4 – producing mostly for the market

^{b)} Code of the household's main and additional source of maintenance:

- 1 – paid employment
- 2 – work on own agricultural holding
- 3 – work in own business outside private agriculture
- 3 – self-employment outside private agriculture
- 4 – retirement pension
- 5 – disability pension
- 6 – unemployment benefit
- 7 – pre-retirement benefit
- 8 – other social benefits
- 9 – other non-earned source of maintenance

Part 3. Supplementary information

Specification	For every survey round number			
	I	II	III	IV
Reasons for lack of ZD questionnaire				
Interviewer's number				
Total time of interview in the households in minutes (ZG and ZD)				

Interviewer's comments

Contact information			
Telephone number	At home		a)
	At work		
	Mobile phone number		
Email address			b)
The preferred time (hours) of the next visit:			

^{a)} Code for lack of possibility to contact the household by phone:

- 1 – the household does not have contact phone number
- 2 – the household did not provide the contact phone number

^{b)} Code for lack of possibility to contact the household via email

- 1 – the household does not have email address
- 2 – the household did not provide the email address