## N STRICT CONFIDENCE

1981Census Scotland

## To the Head, Joint Heads or Acting Head of the Household

Please complete this form and have it ready for collection by the enumerator who will call
On Monday, 6 April or soon after that day. If you need help in answering any of the questions, do not hesitate to ask the enumerator or to use the "Freefone" service mentioned below. The enumerator has to ensure that you have completed the form and you should give him any further information he may need for this purpose.

The form is used only for compiling statistics and when you have completed it in accordance with the instructions, it will be treated as CONFIDENTIAL and no information about named individuals will be passed by the Census Office to any other Government Department or any other authority or person. If anyone employed in taking the Census improperly discloses information you provide, he will be liable to prosecution. Similarly, you must not disclose information which anyone (for example, a visitor or boarder) gives you to Enable you to complete the form.

The legal obligation to fill in the whole form rests on YOU, but each person who has to be included is required to give you the information you need. However, if anyone aged 16 or over does not wish to give you his or her personal information, the enumerator or local Census Officer should be asked for an individual form and official envelope in which to return it. Then you need answer only questions 1a, 3 and 4 for that person. If the person leaves his completed form with you for collection, pass the envelope unopened to the enumerator.

Completion of this form is compulsory under the Census. Act 1920 and there are penalties of up to $£ 50$ for failing to comply with the requirements described above or for giving false information.

When you have completed the form, please sign the declaration at the foot of the last page.

Census Headquarters
Ladywell Road
EDINBURGH
EH12 7TF

## Form H for private households

To be completed by the enumerator and amended, if necessary, by the person(s) signing this form

(b) Name
(c) Address
$\qquad$
$\qquad$

Postcode

(d) Type of building in which household's accommodation is situated - tick only one box

House that is:DetachedSemi-detachedTerraced (including end of terrace)

Flat or rooms in a building with:2 storeys3 or 4 storeys5 storeys or overA single flat with a shop, office or other business

Non-permanent structure:
$8 \square$ Caravan$\square$ Other non-permanent structure
(e) Level of household's accommodation - tick only one boxAll on ground or on ground and other floorsAll in basementAll on first or higher floor
State actual floor of entry to household's accommodation if box $c$ is ticked
(f) Means of access to household's accommodation - either tick box 1 or any of boxes 2-4 that applyNo lift; no external or internal stair (with 6 or more steps) for accessExternal stair or outside steps (with 6 or more steps) for access
$3 \square$ Internal stair (with 6 or more steps) for access Include on this form: - each person who spends the night of 5-6 April in this household

- each person who usually lives in this household but spends the during term time and persons on holiday or in hospital even if $y$ - each person who arrives in this household on Monday 6 April wl


## Question

## 1st person

2nd person


## 2 Marital status

 Please tick the box showing the present status.If separaled but not divorced tick box 2 'Married'.Single
$3 \square$ Divorced
$4 \square$ Widowed
$2 \square$ Married

## 3 Relationship in the household

Please tick the box which indicates the relationship of each person to the person entered in the first column.

Please write in relationship of other relatives - for example father, daughter-in-
law, brother-in-law, niece, uncle, cousin, grandchild.
Please write in position in household of unrelated persons - tor example boarder, friend, housekeeper, flatmate, foster child etc.

Step children and adopted children should be returned as son or daughter of their step or adoptive parents.

4 Whereabouts on the night of 5-6 April 1981

including visitors to the household
ight of 5-6 April elsewhere, including school pupils or students away from home $u$ know they are being included in a Census form elsewhere , has not been included as present on a Census form elsewhere.

| 3rd person |
| :--- |
| a Surname |
| Forenames |
|  |
| b $1 \square$ Male |
| c Day |


$1 \square$ At this address, out on night work or travelling to this address
$2 \square$ Elsewhere in Scotland, England or Wales

$\square$ Elsewhere - write the person's usual address and postcode
Address (Block capitals please)
$\square$ Same as at Question 5
Different - write the person's address and postcode on 5 April 1980
Address (Block capitals please)
$\square$

| 4th person |
| :--- |
| a Surname |
| Forenames |
|  |
| b $1 \square$ Male |
| c Day |


| 5th person |
| :--- |
| a Surname <br> Forenames <br>  <br> b $1 \square$ Male <br> c Day Month |

THE QUESTIONS OVERLEAF SHOULD BE ANSWERED FOR EACH HOUSEHOLD

| 6th person | For |  |
| :--- | :--- | :--- |
| a Surname | Official |  |
| Forenames | Use |  |
|  | Porsons |  |
|  | on |  |
| b $1 \square$ Male | Corm |  |
| c Day | Female | Month |
|  | M | $\square$ |

Include on this form: - each person who spends the night of 5-6 April in this householc

- each person who usually lives in this household but spends the during term time and persons on holiday or in hospital even if y - each person who arrives in this household on Monday 6 April w


## Question

## 1st person

2nd person

## 1 Name, sex and date of birth

a Write surname and forename(s) in full.


| a Surname  <br> Forenames  <br>   <br> b $1 \square$ Male  <br> c Day  |
| :--- |

## Questions 9-12 are for all persons aged 16 or over (bom before 6 April 1965).

## 9 Whether working, retired, housewife etc. last week

Please tiek all the boxes appropriate to the person's activity last week.
A job (box 1 and box 2) means any type of work for pay or profit but not unpaid work. It includes:
casual or temporary work
work on a person's own account
work in a family business
part-time work, even if only for a few hours
A part-time job (box 2) is a job in which the hours worked, excluding any overtime, are usually 30 hours or less per week.
Tick box 1 or box 2, as appropriate, if the person had a job but was not at work for all or part of the week because he or she was:
on holiday
temporarily laid off
on strike
sick
Tick box 1 if the job was normally full-time but was interrupted for any reason during the week.
Do not count as a full-time student a person in a paid occupation in which training is also given, such as a student nurse, an apprentice or a management trainee.
For a full-time student tick box 9 as well as any other appropriate boxes.In a full-time job at any time last week$\square$ In a part-time job at any time last weekWaiting to take up a job already acceptedSeeking workPrevented by temporary sickness from seeking workPermanently sick or disabled$\square$ Housewife
$8 \square$ Wholly retired from employmenthoof or a full-time student at an educational establishment not provided by an employerOther, please specityIn a full-time job at any time last weekIn a part-time job at any time last weekWaiting to take up a job already acceptedSeeking workPrevented by temporary sickness from seeking workPermanently sick or disabled HousewifeWholly retired from employment
$9 \square$ At school or a full-time student at an educational establishment not provided by an employerOther, please specify

## Questions about present or previous employment

 For persons in a job last week (boxes 1 or 2 at Question 9 ticked)For wholly retired persons (box 8 at Question 9 ticked) or persons out of work (boxes 3, 4 or 5 ticked) For persons who are permanently sick or disabled (box 6 ticked)
For others, including those with no previous job

## 10 Name and nature of business of employer (or selfemployed person's business)

a Name of employer
a Name of employer
a Please give the name of the person's employer
For members of the Armed Forces, civil servants and local government official's see the notes at the foot of this page before answering questions 10-12.
For a person employed in private domestic service write 'DOMESTIC SERVCE'
b Please describe clearly what the employer (or the person if self-employed) makes or does.
General terms such as 'manufacturer', 'merchant', 'agent', 'dealer',
'engineering' are not enough and further details should be given.

## 11 Occupation

a Please give full and precise details of the person's occupation.
It a person's job is known in the trade or industry by a special name, use that name.
Precise terms should be used, for example, 'radio mechanic', 'chartered electrical engineer', 'jig and tool fitter' or 'toolroom foreman', rather than general terms such as 'mechanic', 'engineer', 'fitter' or 'foreman'.
b Please describe the actual work done.

## 12 Employment status

Please tick the appropriate box.
Box 3 should be ticked for a person having management or supervisory responsibility for other employees.

Persons employed as quality control inspectors and concerned only with the technical quality of a product should tick box 2.$\square$ Apprentice or articled traineeEmployee not supervising other employees
$3 \square$ Employee supervising other employees
$4 \square$ Self-employed not employing othersSelf-employed employing others

## Local Govermment and other public officials

## Notes: Armed Forces

For members of the Armed Forces write 'ARMED FORCES' in 10a; for a member of the armed forces of a country other than the UK add the name of the country.

For local government officers and other public officials give the name of the local authority or public body at 10a and the branch in which they are employed at 10 b .
At 11a give rank or grade and complete 11b and 12.
including visitors to the household ight of 5-6 April elsewhere, including school pupils or students away from home $u$ know they are being included in a Census form elsewhere has not been included as present on a Census form elsewhere.

| 3rd person |  |  | 4th person |  |  |  | 5th person |  |  |  | 6th person |  |  |  | For Official |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| a Surname |  |  | a Surname |  |  |  | a Surname |  |  |  | a Surname |  |  |  |  |
| Forenames |  |  | Forenames |  |  |  | Forenames |  |  |  | Forenames |  |  |  | on |
| $\underline{\text { b } ~} \square$ Male |  | $2 \square$ Female | b $1 \square$ Male |  | $2 \square$ Female |  | b $1 \square$ Male |  | $2 \square$ Female |  | b $1 \square_{\text {Male }}$ |  |  | $\square$ Female | M |
| c Day | Month | Year | c Day | Month |  | Year | c Day | Month |  | Year | c Day | Month |  | Year |  |

THE QUESTIONS OVERLEAF SHOULD BE ANSWERED FOR EACH HOUSEHOLD


$\square$ In a full-time job at any time last week
$2 \square$ In a part-time job at any time last week
$3 \square$ Waiting to take up a job already accepted
$4 \square$ Seeking workPrevented by temporary sickness from seeking workPermanently sick or disabled

## Housewife

$8 \square$ Wholly retired from employment
$9 \square$ At school or a full-time student at an educational establishment not provided by an employerOther, please specify

1
In a full-time job at any time last weekIn a part-time job at any time last week
$3 \square$ Waiting to take up a job already acceptedSeeking workPrevented by temporary sickness from seeking workPermanently sick or disabledHousewife
$8 \square$ Wholly retired from employment
$9 \square$ At school or a full-time student at an edúcational establishment not provided by an employerOther, please specifyIn a full-time job at any time last weekIn a part-time job at any time last weekWaiting to take up a job already acceptedSeeking workPrevented by temporary sickness from seeking workPermanently sick or disabledHousewifeWholly retired from employment
$9 \square$ At school or a fuil-time student at an educational establishment not provided by an employer
$10 \square$ Other, please specifyIn a full-time job at any time last week

4
$\square$ In a part-time job at any time last week
$3 \square$ Waiting to take up a job already acceptedSeeking work
$5 \square$ Prevented by temporary sickness from seeking workPermanently sick or disabledHousewife
$8 \square$ Wholly retired from employment
$9 \square$ At school or a full-time student at an educational establishment not provided by an employer
$10 \square$ Other, please specify
please answer Questions 10-14 in respect of the main job last week.
please answer Questions 10-12 in respect of the last full-time job, if any. Leave Questions 13 and 14 blank and go on to Question 15. please write 'not applicable' at Question 10. Leave Questions 11-14 blank and go on to Question 15.

| a Name of employer |  | a Name of employer |  |
| :--- | :--- | :--- | :--- |

## Civil Servants

For civil servants give the name of their Department at 10a, write 'GOVERNMENT DEPARTMENT' at 10 b and 'CIVLL SERVANT' at 11a.
At 11b for a non-industrial civil servant give the rank or grade only and complete 12.
At 11b for an industrial civil servant give the job title only which should be in precise terms, for example, 'radio mechanic'. 'jig and tool fitter', 'toolroom foreman', rather than general terms such as 'mechanic', 'fitter' or 'foreman' and complete 12.

## Question

## 1 Name, sex and date of birth

a Write surname and forename(s) in full.
b Please tick the appropriate box
c Enter the person's date of birth.
Include any newly born baby even if still in hospital. If not yet given a name write 'BABY' and the surname.

- each person who usually lives in this household but spends the during term time and persons on holiday or in hospital even if yc - each person who arrives in this household on Monday 6 April wi


## 1st person <br> 2nd person

| a Surname |  |  |
| :--- | :--- | :---: |
| Forenames |  |  |
|  |  |  |
| b $1 \square$ Male | 2 |  |
| c Day | Month |  |
|  | Year |  |

Questions 13 and 14 are for all persons aged 16 or over (böm before 6 April 1965) whö were in â job last week Give details for the malin employment.

including visitors to the household
ight of 5-6 April elsewhere, including school pupils or students away from home
a know they are being included in a Census form elsewhere
has not been included as present on a Census form elsewhere.

| 3rd person |  |  | 4th person |  |  |  | 5th person |  |  |  | 6th person |  |  |  | For |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| a Surname |  |  | a Surname |  |  |  | a Surname |  |  |  | a Surname |  |  |  | ns |
| Forenames |  |  | Forenames |  |  |  | Forenames |  |  |  | Forenames |  |  |  | form |
| b $1 \square$ Male $2 \square$ Female |  |  | $\underline{\text { b } ~} \square$ Male $\quad 2 \square$ Female |  |  |  | b $1 \square$ Male $\quad 2 \square$ Female |  |  |  | b $1 \square$ Male |  | $2 \square$ Female |  | M |
| c Day | Month | Year | c Day | Month |  | Year | c Day | Month |  | Year | c Day | Month |  | Year |  |

THE QUESTIONS OVERLEAF
SHOULD BE ANSWERED FOR EACH HOUSEHOLD

Questions 13 and 14 are for all persons aged 16 or over (bom before 6 April 1965) who were in a job last week. Give details for the main employment.

$\overline{11} \square$ Works mainly at home
Full address and postcode of
workplace
Address (Block capita/s please)



Underground, tube, metro, etc
Bus, minibus or coach (public or private)
$4 \square$ Motor cycle, moped or scooter
$5 \square$ Car or van - pool, sharing driving
$6 \square$ Car or van - driver
$7 \square$ Car or van - passenger
$8 \square$ Pedal cycle
$9 \square$ Onfoot
$10 \square$ Other, please specity
$11 \square$ Works mainly at home

Full address and postcode of workplace
Address (Block capitals please)

$2 \square$ Mainly at home
Main means of transport to work
$1 \square$ British Rail train
$2 \square$ Underground, tube, metro, etc.
$3 \square$ Bus, minibus or coach
$4 \square$ Motor cycle, moped or scooter
$5 \square$ Car or van - pool, sharing drivingCar or van - driverCar or van - passenger
$8 \square$ Pedal cycle
$9 \square$ Onfoot
$10 \square$ Other, please specify
$11 \square$ Works mainly at home

Full address and postcode of workplace Address (Block capitals please)
including Postcode
$1 \square$ No fixed place
$2 \square$ Mainly at home
Main means of transport to work
$1 \square$ British Rail train
$2 \square$ Underground, tube, metro, etc.
3 Bus, minibus or coach (public or private)
$4 \square$ Motor cycle, moped or scooter
$5 \square$ Car or van - pool, sharing driving
6 Car or van - driver
$7 \square$ Car or van - passenger
$\square$ Pedal cycle
$9 \square$ Onfoot
$10 \square$ Other, please specify
$11 \square$ Works mainly at home

Question 15 is for all persons aged 18 or over (bom before 6 April 1963).


## 16 Tenure

How do you and your household occupy your accommodation?
Please tick the appropriate box.As an owner-occupier (including purchase by mortgage)
By renting, rent free or by lease:from a local authority (council or New Town) or from the Scottish Special Housing Association (SSHA)from a housing association other than the SSHA or from a charitable trustwh a a job, shop, farm or other businessfurnished from a private landlord, company or other organisationunfurnished from a private landlord, company or other organisation

In some other way:Please give details

If the accommodation is occupied by lease originally granted for 20 years or more, tick box 1 'As owner occupiers'.

If the accommodation is a tied house, or other accommodation provided in connection with the employment of a member of your household on the condition that its tenure is to be given up on leaving the employment, tick box 4 whether rent is paid or not. In the case of a tenancy originally granted by virtue of employment, but extended although the employment has now ceased, tick box 4 if no rent is paid (by yourself or anyone else) but tick box 5 or 6 if rent is paid.

## 17 Rooms

a How many rooms in your household's accommodation are dining rooms, living rooms or bedrooms? Count spare rooms if they could be used for these purposes.


Have you any room used for cooking but not included in ' $a$ ' above?YesNo

Rooms divided by curtains or portable screens count as one, those ${ }^{\text {in }}$ divided by a fixed or sliding partition count as two.

Rooms used solely for business, professional or trade purposes should be excluded.

## 18 Household amenities

Has your household the use of the following amenities on these premises?

Please tick the appropriate boxes.
a A fixed bath or shower permanently connected to a water supply and a waste pipeYes - for use only by this household
$2 \square$ Yes - for use also by another householdNo fixed bath or shower
b a flush toilet (WC) with entrance inside the dwelling (exclude any on common stair or landing)Yes - for use only by this household$\square$ Yes - for use also by another household$\square$ No inside flush toilet (WC)
c a flush toilet (WC) with entrance outside the dwelling (include any on common stair or landing)Yes - for use only by this householdYes - for use also by another household
$3 \square$ No outside flush toilet (WC)

## 19 Shared access

Does your household share the use of any hall, passage, landing or staircase with any other household?Does not shareShares only for entry to own household's accommodationShares for movement between the rooms of the household's accommodation, that is dining rooms, living rooms and bedrooms shown at question 17 a .

## 20 Cars and vans

Please tick the appropriate box to indicate the number of cars and vans normally available for use by you or members of your household (other than visitors).NoneTwoThree or more

Include any car or van provided by employers if normally available for use by you or members of your household, but exclude vans used solely for the carriage of goods.

Before you sign the form will you please check -

- that all relevant questions have been answered
- that you have included everyone who spent the night of 5-6 April in your household
- that you have included anyone who usually lives here but was away from home on the night of 5-6 April
- that no visitors, boarders, children or newly born infants have been missed


## Declaration:

This form is correctly completed to the best of my knowledge and belief.
$\qquad$ April 1981.

