MALTA V

#### CONFIDENTIAL

# MALTA CENSUS 1967 FORM B

### PERSONAL PARTICULARS OF PERSONS ENUMERATED

NAME AND ADDRESS OF HEAD OF HOUSEHOLD
Name
Address
Household No

If this Household is part of an institution for which Form F, G, H, I, J, is prepared give:—
Name of Instituton
Address
Schedule No. of Institution

### INSTRUCTIONS FOR COMPLETING FORM B

Form "B" is used for the collection of personal particulars of every member of the houshold, including any member who is temporarily absent. A houshold is defined for Census purposes as a person living alone or two or more persons living together as a family. This includes a normal family with or without any relatives, servants, employees residing in the whole or in part of a dwelling.

A seperate Form "B" is to be completed in respect of every Maltese household and of every non-Maltese household whose stay or intended stay in the Islands exceeds one year. Non-Maltese households or individuals staying in Malta for less than one year are to be enumerated on Form "B Listing" or Form "B Abridged" as indicated in the instructions on those two forms.

Enumerators are to fill in the indicative information at the head of the Form (Boxes numbered 2 to 13) from codes supplied by the Census Office.

Column A — The name of the head of the household should be allotted line No. O followed by the wife's name and unmarried children's names starting with the eldest, continuing with the next elder and so on. Thereafter, enter any relatives, servants and employees who are to be included, see below.

N.B. In the case of a U.K. Serviceman write the word "U.K. SERVICEMAN" and leave the rest of the line blank.

#### PERSONS TO BE INCLUDED

- (i) All members of the household who ordinarily reside in the dwelling even if temporarily absent. This includes those members who are temporarily residing with relatives elsewhere in the Islands, and those members sleeping out with another household with whom they work for only 3 or fewer nights per week.
- (ii) Members of the household who may be in hospital or other institution in Malta for a period of less than one year.
- (iii) Members of the household who may be serving on board ships, with the R.M.A. in Germany or with other British Service Units as locally recruited personnel, irrespective of duration of absence.
- (iv) Members of the household who may be away from the Island (on holiday trips, courses of study, for medical treatment abroad etc.) provided they have not emigrated.
- (v) Domestic servants and other employees who usually sleep in for 4 or more nights per week.
- (vi) Relatives and Maltese visitors who have common cooking arrangements with the household and regularly sleep on the premises.

#### PERSONS TO BE EXCLUDED

4. Third Level: Post Secondary: No. 4 followed by number of years spent there, e.g., 4.3 — Third year of University or Polytechnic.

Column M, N, O — These Columns refer to Maltese married women only. In Columns N and O, where a woman has been married twice, enter the total number of years in the married state.

#### Columns P to Z — Economic Activity

TO BE COMPLETED BY ALL PERSONS 14 YEARS OF AGE AND OVER IN RESPECT OF WEEK ENDING 28TH OCTOBER 1967.

All persons over the age of 14 years must be classified in only one part of this section VIZ:

Either: Not available for work (Column P only)

or: At work during week ending 28th October 1967 (Columns Q to X)

or: Unemployed (Columns Y and Z)

- N.B. The term at work includes all persons, including family workers, who worked during the week ending 28th October 1967, or who had a job in which they had already worked but from which they were temporarily absent because of illness or injury, industrial dispute, absence with or without leave or temporary disorganization of work due to such cause as bad weather or mechanical breakdown.
- Column P Specify reason in short such as: student, housewife, home duties, retired, of independent means, physically handicapped, old age, etc.
- Column Q The precise occupation is required here. For example, it is not enough for a person to state that he is employed with the Drydocks, Services or the Government; he should state "driver, painter, shipwright, clerk, electrical fitter, wood turner, brass moulder" etc. as the case may be.
- Column S Every person who enters an occupation in Column Q must here state the nature of service, business or production in respect of the main occupation (i.e., the industrial sector in which the person was engaged) such as retail trade; hotel; public transport; metal manufacturing; textiles; woodwork; domestic service; or, if employed with the Government or Services, the department etc., e.g. Public Works Department, generating station, pumping station, etc.
- Column T Give town or village of place of work. Those with no fixed place of work, give locality of head office.

Column U — The term employer includes only working owners, proprietors, or partners of professional, industrial or commercial firms or organizations who employ and pay other persons in their business establishments. (Directors and managers working for a salary although

#### NOTICE

- 1. The head of household or the person for the time being acting as head of household is required by law to give to the Enumerator appointed by this Office for this purpose the information included in this return and in the form set out therein in respect of all persons who are present on the night of Sunday/Monday 26/27th November, 1967 in the dwelling or who, although not present at that time, usually reside with the household.
- 2. One or more persons separately occupying a dwelling or part of a dwelling will be regarded as a separate household for Census purposes. Relatives and Maltese visitors who have common cooking arrangements with a household and regularly sleep on the premises will be regarded as part of the household. Domestic servants will be included with the household if they sleep in for 4 or more nights per week.
- 3. If any person whose duty it is to give information refuses to do so, or wilfully gives false information, or uses otherwise than for the purposes of making the return any information given him for that purpose, he will be liable to the fines laid down under section 10 of the Census Act, 1948.
  - 4. The contents of the schedule are strictly confidential.

Census Officer.

Census Office, 1. Windmill Street, Valletta.

H. A. FRENDO,

(vi) Relatives and Maltese visitors who have common cooking arrangements with the household and regularly sleep on the premises.

#### PERSONS TO BE EXCLUDED

- (i) Members of the household who normally sleep out with another household with whom they work for 4 or more nights per week and relatives staying with the household only temporarily. (These will be enumerated with the household with whom they usually sleep).
- (ii) Members of the household who emigrated before Census night.
- (iii) Relatives and Maltese visitors who have separate cooking arrangements. (These are considered as a separate household. A separate Form B is to be completed).
- (iv) Relatives who form a separate household by themselves and have another dwelling in Malta. (A separate Form B and a Form E are to be completed).
- (v) Domestic servants or employees who do not sleep in for 4 or more nights per week. (They will be enumerated with their families).
- (vi) Visitors and guests from overseas. (A Form B Listing is to be completed for these persons if staying under 3 months or a Form B Abridged if staying between 3 and 12 months).

Columns B to G - Follow instructions in column headings.

Column H, J — No entry is required for Maltese citizens. In recording the stay of non-Maltese citizens, ignore any short absences on leave or on business abroad.

Use the following code: For those staying 1 to 24 months 01...24 Over 24 months, change to years Y2, Y3,

For those staying permanently

Column K — This column is to be completed for those 5 years of age and over. For those who have once attended any school but who have completed their education, give the age at which they left school as a two-figure number, e.g., 09 11, 15 etc.

Column L — This column is only to be completed for those persons for whom any age has been declared in Column K. Use th following code:

- 1. First Level: Primary Level: No. 1 followed by class reached e.g., 1.3 -Third Standard of Primary School
- 2. Second Level: Secondary Level Grammar School: No. 2 followed by class reached e.g., 2.6 — Sixth Standard of Secondary School
- 3. Second Level: Secondary Level Technical School: No. 3 followed by class reached e.g., 3.3 — Third class of Technical School

Column U — The term employer includes only working owners, proprietors, or partners of professional, industrial or commercial firms or organizations who employ and pay other persons in their business establishments. (Directors and managers working for a salary although responsible for the employment of others are NOT classified as employers but as employees. A person who employs a domestic servant, gardener, driver, etc. in his private establishment however is NOT classified as an employer).

Own Account Workers include persons engaged in a gainful occupation who are neither employers nor employees e.g., farmers, lawyers. physicians, shopkeepers, carpenters, who do not receive or pay any wage or salary.

N.B. For the purpose of this Census, priests and other religious workers are considered as own account workers.

Employees include all persons who work for an employer for any sort of remuneration (but not only payment in kind).

Unpaid Helpers are usually members helping their Head of household in his occupation (farming, store or shop keeping) without being directly remunerated in cash.

Column V — The reason to be stated at (c) of this column may be one of the following: normal hours; sickness; leave or time off; seasonal stoppage or closed business; laid off; stoppage or strike; new job; opening of new business; or no other work available.

Column W — This column applies only to employees. Figures are to be expressed in shillings per week as a three digit number. For incomes over 1000 shillings per week, enter 999.

Column X — In line (a) enter any skill that the person might have acquired by training or experience which is NOT being practised; e.g., fitter; tailor; book-keeper. In line (b) give type and length of training, e.g., apprentice 4 years. experience 3 years, night classes 4 years.

Column Y — If a person is unemployed but is not actively seeking a job, the reason to be stated in line (b) should be talken from the following classification:

- 1. Considers jobs available not suitable ... - No job
- 2. Given up hope of finding a job - ... — No hope
- 3. Not likely his skill can be employed at this season of the year ... - Seasonal
- 4. Awaiting to emigrate Prospective emigrant
- 5. Any other ... To be specified

Column Z — In line (a) use the following code: Up to 52 weeks 01.....52 Over 52 weeks, change
Y1, Y2, Y3, etc.

## MALTA CENSUS 1967

#### CONFIDENTIAL

REPEAT

### PERSONAL PARTICULARS OF PERSONS ENUMERATED

PLEASE READ INSTRUCTIONS OVERLEAF AND IN THE COLUMN HEADINGS BEFORE FILLING IN THE COLUMNS

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### POPULATION, HOUSING AND EMPLOYMENT CENSUS, 1957.

SUMMARIES OF DATA IN LIST OF DWELLINGS AND HOUSEHOLDS
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	Form	Total No.	
Premises	Letter	of Forms	Serial Nos. of Each Form
Institutions	F		
Kerrejjas	G		
Hotels etc.	н,		

NOTE: PLEASE NOTE THAT THE LEFT HAND PAGES OF THIS FORM ARE FOR CENSUS OFFICE USE ONLY.

#### TOTALS OF PERSONS

(FOR USE IN CENSUS OFFICE CNLY)

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SUMMARY OF PERSONS
(to be completed by Enumerator)

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### TOTALS OF ACCOMMODATION

### (FOR USE IN CENSUS OFFICE ONLY)

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### SUMMARY OF ACCOMMODATION

(TO BE COMPLETED BY ENUMERATOR)

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### TOTALS OF UTILITY SERVICES

(FOR USE IN CENSUS OFFICE ONLY)

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### SUMMARY OF UTILITY SERVICES

(TO BE COMPLETED BY ENUMERATOR)

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### TOTALS OF AMENITIES

(FOR CENSUS OFFICE: USE ONLY)

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### SUMMARY OF AMENITIES

(TO BE COMPLETED BY ENUMERATOR)

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