

EXPLANATIONS

PERSONAL DATA FORM

National Census on 15 May 2001

Erläuterungen zum Personenblatt - englisch



GENERAL INFORMATION

We ask that you please handle the Personal Data Form carefully because it will be "read" by an electronic system. For technical reasons, it should be folded only along the perforation and be filled in with a **black or blue** pen only.

Answer all questions **completely** and **to the best of your knowledge and belief**.

Please keep the following points in mind when doing so:

- Make every effort to use the style of writing indicated in the sample line on the form when writing the text and numbers.
- Place a clearly distinguishable "X" in the applicable boxes.
- If there are not enough text boxes for a given entry, simply stop writing at the last box.
- If you do not know the exact answer to a given item, it is best to give a rough estimate rather than leave the item out altogether.
- Answer questions 4 to 10 based on the situation on 15 May 2001. Questions 11 to 15 refer to the weeks right before the census date, and only in doubtful cases (e.g. switching to another company) to 15 May 2001.

INFORMATION ON INDIVIDUAL QUESTIONS

QUESTION 3:

Enter whatever your legal marital status is.

An "X" should be placed by **"Married"** for persons living in wedlock (i.e. not divorced) even if they live separately from their spouse.

An "X" should be placed by **"Divorced"** for persons who are not remarried regardless of whether their former spouse is still living or not.

An "X" should be placed by **"Widowed"** for persons whose marriage ended with the death of the spouse and who are not remarried.

QUESTION 4:

Please put an "X" next to the country in which your place of birth is located today.

QUESTION 5:

Persons whose citizenship is unclear should enter "not clarified" in the text item "Other countries".

QUESTION 6:

Please indicate the language (or languages) you usually speak in private (among family, relatives, friends, etc.).

This item is not for indicating competence in foreign languages.

For persons who cannot (yet) speak, the usual language spoken in the family should be indicated.

QUESTION 7:

To show the relationship of household members to families, please put an "X" next to the relationship the person has to the "Head of the household." The person usually contributing the most to household income is to be designated as the head of the household. If income is more or less equal, it is up to the household to designate the person who is to be marked as head of the household.

In households consisting solely of unrelated persons, it is irrelevant to family and household statistics who is marked as the head of the household.

For children who were brought into the marriage or cohabitation, "Daughter/son" should be marked even if the latter are blood children only of the husband (man) or wife (woman).

QUESTION 8:

Please indicate the church or religious denomination to which you belong. If you are not certain whether one of the items corresponds with your religious affiliation, please enter your religious affiliation in the text line.

QUESTION 9:

Step, adopted and foster children should not be included in the count for this item.

QUESTION 10:

Please put an "X" next to all schools you are either currently attending (10.1) or have already completed (10.2).

For private schools, please put an "X" next to the most comparable type of school.

Re 10.1 "School currently attended": Persons currently being educated/trained put an "X" next to the appropriate type of school in the first column. The technical field or major subject is not entered.

Apprentices should put an "X" next to "Apprenticeship training (including compulsory vocational training school)" even if they have already completed compulsory vocational training school itself. (ATTENTION: Apprentices are deemed to be gainfully employed and should also answer questions 11 to 15 for this employment.)

Nursing trainees should mark "Intermediate upper secondary technical and vocational school." (ATTENTION: These persons are deemed to be gainfully employed and should answer questions 11 to 15 for this employment.)

Re 10.2 "Education completed": All levels of education that have been completed should be marked in the second column and where required, the field of education/study should be entered.

Persons who have completed several similar types of training should indicate only the field of the training which was most important for his/her future career.

Apprenticeship training: This is only to be marked as completed when the final apprenticeship examination has been passed. If compulsory vocational training school was completed but no final apprenticeship examination has been passed, this column should not be marked for this item.

QUESTION 11:

General instructions:

Please put an "X" in all boxes applicable to you and note the references to further questions.

Example: A housewife with marginal part-time employment puts an "X" in both boxes. The note next to "Marginally employed part time" indicates that the person should proceed to questions 12 to 15 and answer them.

Instructions for individual groups of persons:

Gainfully employed persons: Persons over 15 years of age who do paid work at least 1 hour per week or help in a family business without being formally paid are deemed to be gainfully employed.

A person who does **just voluntary work** is not deemed to be gainfully employed.

Whether you have **full-time, part-time** or **marginally part-time employment** depends on how many hours a week you work on average. If you work several jobs, you should add up the total number of hours worked per week and mark the appropriate box.

Answer questions 12 to 15 for this gainful employment (if several part-time positions are held, for the job involving the most working hours.)

Exceptions: Teachers with a full-time teaching position and judges put an "X" next to "gainfully employed full time" even if their work week is less than 32 hours. This is also true of workers in businesses with "short-time working" arrangements (i.e. temporarily reduced working hours).

The unemployed: Persons over 15 years of age who were previously employed and who are seeking work or an apprenticeship position are deemed to be unemployed regardless of whether or not they receive unemployment benefits. Seasonally unemployed persons (e.g. waiters who are without a job between the summer season and the winter season) are deemed to be unemployed unless they pursue other work in the intervening period (in the period around May 15) (e.g. helping out on the family farm).

Persons undergoing practical training, e.g. apprentices, trainees, unpaid interns, pupils being trained for police work and for nursing, are deemed to be fully employed.

Persons undergoing vocational retraining put an "X" next to "gainfully employed full time" if they still hold their position or if they have health insurance through the public employment services agency (AMS) but should answer the questions 12 to 15 for their previous occupation (i.e. not "Public Employment Services Agency"!).

Persons attending vocational or professional preparatory courses put an "X" next to "pupil or university student" and answer the question 10.1 "School currently attended" and question 15.

Persons drawing special emergency relief assistance (Sondernotstandshilfe) are not deemed to be unemployed and put an "X" next to "Other means of livelihood."

QUESTIONS 12 to 15:

Persons who marked one of the three "gainfully employed" boxes in question 11 must always answer questions 12 to 15 for this gainful employment regardless of the referrals to other questions. If you hold several jobs, please answer questions 12 to 15 for the occupation involving the most working hours. If you are switching jobs at the time of the census, please answer questions 12 to 15 for your situation on 15 May 2001.

QUESTION 12:

The **"self-employed"** (also freelances and professionals) are

For further information, please contact your enumerator or your municipality (census office).

individuals who pursue their profession for their own account and are therefore not in an employment relationship as an employee.

Persons **"helping in family business"** are gainfully employed persons who are working in a business owned by a family member without receiving formal remuneration for this work.

Persons **"under contract for works and services, freelance staff"** are individuals who perform their work for their own account, similar to the self-employed.

QUESTION 13:

Please select the designation (job title) that best describes your work (where possible, also the degree of responsibility you have within the business or operation).

Examples of precise work designations:

Accounts clerk
Men's shirts packing machinist
Glas cutter
Foreman at dip painting plant
Manager of retail shop
High voltage line installer
Planing machine operator
Scientific researcher in environmental protection

QUESTION 14:

Please indicate as precisely as possible the name of the business/establishment at which you work for item 14.1, its industry (branch of economic activity) for item 14.2.

Please write in 14.1 the complete company name (e.g. Robert Miller GmbH). If you own a business without a formal company name (e.g. farmer), enter your own name in question 14.1.

Persons with several employers enter the company where they work the most amount of time and answer the remaining questions for this company.

QUESTION 15:

The information from questions 15.1 to 15.6 on going to work or school everyday can be used to determine traffic flows. If you go both to school and to work, you should answer the questions for going to work.

Re 15.1: Persons commuting once a week enter the address of their accommodations at their place of work/school. If you depart both from your main place of residence and other accommodations, please indicate the place from which you depart more frequently. In case of doubt, the situation on the reference date applies.

Re 15.2: Gainfully employed persons with telework positions who visit their company at least once a week should include commuter data for these trips to the company.

Re 15.4: Gainfully employed persons enter the address of their place of work where they start work everyday. In other words, it is not the address of the head office of the company that is to be entered but e.g. for sales staff the address of the branch and for teachers the address of the school (base school) at which they teach.

Persons with variable places of work (e.g. travelling salesmen) are kindly asked to enter the address of the place of work where they receive their work assignment.

Re 15.5: Persons who switch the mode of transportation they use day to day should indicate the one most frequently used. In case of doubt, the situation on the reference date should be entered.

Car pools with alternating drivers should indicate the situation on the reference date.