

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

2.Dwelling sampling number				Household file ZG LABOUR FORCE SURVEY
3.Number of household within-dwelling in the survey				
4.Within-dwelling household number				
5.Cencus cluster and enumeration district number				
6.Census-2002 ED number				
7.Survey starting date				
8.Sample number				

Part 1. Household members

A. PRESENT

ABSENT who meet one of the following criteria:
the duration of actual absence is 3 months of 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	The father	The mother				name	code	name	code	name	code
1	2	3	4	5	6	7	8	9		10		11	12
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::

- 0 – tertiary with academic degree (at least doctorate)
- 1 – tertiary (licentiate, engineer, master)
- 2 – post-secondary education
- 3 – vocational secondary
- 4 – general secondary
- 5 – basic vocational
- 6 – lower secondary (gimnazjum)
- 7 – primary
- 8 – incomplete primary
- 9 – 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 ^d of disability (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 ^{h)}	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 question aire 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 or of the ZG File.

^{h)} 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 - doing military service or education in military school; 04 - other reasons (staying in social welfare home, pensioners' home, orphanage, etc.)

in Poland outside collective households in connection with:
 05 - employment; 06 - other reasons (e.g. stay in hospital);
 Abroad in connection with:
 07 - employment; 08 - job search; 09 - education; 10 - 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	5				6	7	8
01										
02										

^{a)} Level of attained education: 0 – tertiary with academic degree (at least doctorate), 1– tertiary (licentiate, engineer, master) ,2– post-secondary education, 3– vocational secondary, 4– general secondary, 5– basic vocational, 6– lover secondary (gimnazjum), 7– primary, 8– incomplete primary, 9– without school education^{b)} Relationship code: 1 – head of household, 2 – spouse or cohabiting partner, 3 – son, daughter, 4 – son-in-law, daughter-in-law, 5 – father, mother, father-in-law, mother-in-law, 6 – grandfather, grandmother, grandson, granddaughter, great grandson, great granddaughter, 7 – brother, sister, 8 – uncle, aunt, other relative, 9 – 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								
Teritorial 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 – doing military service or education in military school; 4 – 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: 0 – tertiary with academic degree (at least doctorate), 1– tertiary (licentiate, engineer, master) ,2– post-secondary education, 3– vocational secondary, 4– general secondary, 5– basic vocational, 6– lover secondary (gimnazjum), 7– primary, 8– incomplete primary, 9– without school education^{b)} Relationship code: 1 – head of household, 2 – spouse or cohabiting partner, 3 – son, daughter, 4 – son-in-law, daughter-in-law, 5 – father, mother, father-in-law, mother-in-law, 6 – grandfather, grandmother, grandson, granddaughter, great grandson, great granddaughter, 7 – brother, sister, 8 – uncle, aunt, other relative, 9 – 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								
Teritorial code	6								

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

^{b)} Duration of actual absence 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:

- 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				

Interviewer's comments

code ^{a)}

Possible telephone contact Telephone number at work
Telephone number at home
Mobile phone number

^{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